

TABLE OF CONTENTS**I. About the University**

- A. A Brief History
- B. Mission, purpose, and Goals of the University
- C. Mission Accomplishments

II. Governance of North Carolina Agricultural and Technical State University

- A. Faculty-Student Committees
- B. Individual Responsibility

III. Student Life

- A. Office of Student Development
- B. National Honor Societies
- C. Student Publications
- D. The Office of Greek Life
- E. Standards Governing Sororities, Fraternities, and Social Fellowship Organizations
- F. National Fraternities and Sororities
- G. The Pan-Hellenic Council
- H. Greek Life Council
- I. Membership Intake Restrictions
- J. Regarding Probates
- K. Academic Eligibility
- L. Student Conduct Eligibility
- M. University Policy on Hazing
- N. Student Government Association
 - 1. Administrative Grant of Power to the Student Government Association
 - 2. The purpose of the Student Government Association
 - 3. Brief Historical Overview for the Constitution of the SGA
 - 4. Constitution

IV. Student Conduct

- 1. Statement of Purpose
- 2. Statement of Policy
- 3. Student Rights and Responsibilities
- 4. Misconduct Prohibited by the University

V. Academic Dishonesty Policy**VI. University Judicial Procedures**

- 1. Allegation of Misconduct and Filing of Charges
- 2. Review by the Vice Chancellor for Student Affairs (In cases of misconduct prohibited by the University)
- 3. Rights of the accused
- 4. Rights of Persons Bringing Charges
- 5. Waiver of Rights to a Hearing
- 6. Records
- 7. Referral to a Judicial Board
 - a. Administrative Hearing
 - b. The Dean of Students
 - c. Student Judiciary Council
 - d. University Judicial Tribunal

VII. Conduct of all Hearings and Appeals

- 1. Presence of Advisors and Observers at Hearings
- 2. Evidence and Burden of Proof
- 3. Confidentiality of Deliberations
- 4. Deliberations
- 5. Decision
- 6. Decision Deferred
- 7. Notice of Decision
- 8. Parental Notification
- 9. Sanctions

VIII. Appellate Procedures

- 1. Basis of Appeal
- 2. Filing the Appeal and Timing
- 3. Process of Appeal

IX. University Policies and Excerpts from North Carolina General Statutes on Specific Crimes Section

- 1. Sexual Assault Policy Statement
- 2. Complaint Procedure
- 3. Student to Student Sexual Assault: On-Campus Disciplinary Action
- 4. Guidelines In Regards to Disciplinary Procedures for Sexual Assault
- 5. Sexual Harassment Policy
- 6. Firearms or Other Weapons
- 7. University Policy and Procedures Concerning Weapons on Campus
- 8. Policy on Alcohol Use
 - a. North Carolina Law
 - b. University Policies on Alcohol
- 9. University Drug Policy
 - a. Zero Tolerance for Drugs Policy
- 10. Cell Phone Usage Policy in the Classrooms
- 11. Endangering One's Own Physical Well-Being
- 12. State Policy On Illegal Drugs
 - a. Trafficking Illegal Drugs
 - b. Illegal Possession of Drugs
 - c. Parental Notification
 - d. Educational and Rehabilitation Programs
- 13. Disruptive Conduct Policy
- 14. Policy on Disruptive Students in the Classrooms
- 15. Zero Tolerance for Aggressive Behavior Policy
- 16. Excerpt from the University Aids Policy

X. Policy Statement on the Use of University Facilities and/or Property**XI. One Card Policy**

XII. Voters Registration**XIII. Computing and Networking Usage Policy****XIV. Academic Information and Regulations**

- A. Advanced Placement
- B. Program of Study
- C. Declaration of Major
- D. Registration
- E. Official Registration
- F. Late Registration
- G. Auditing of Course
- H. Course Load
- I. Double Major
- J. Prerequisites
- K. Repetition of Courses
- L. Core Requirements of the University
- M. Course Credit by Examination
- N. Grading System
- O. Academic Retention
- P. Class Attendance Policy
 - 1. Class Attendance
 - 2. Instructor's Responsibilities
 - 3. Student's Responsibilities
 - 4. Policy on Make Up of Required Course Work
- Q. General Requirements for Graduation
- R. Graduation with Honors
- S. Commencement Participation
- T. Graduation Under a Given Catalogue
- U. Release of Student Information

XIII. Student Services and Programs

- A. The Office of the Dean of Students
- B. Counseling Services
- C. Health Services
 - 1. Medical Services
 - 2. Nursing Services
 - 3. Laboratory Services
 - 4. Follow-up & Consultation Services
 - 5. Physical Examination
 - 6. Medical Records
 - 7. Pharmacy Services
 - 8. Health Education
- D. Housing and Residence Life
 - 1. Occupancy of Rooms
 - 2. Residence Hall Staffing
 - 3. Leadership Opportunities
 - 4. Residence Hall Policies
 - 5. Not Permitted in Halls
 - 6. Prohibited Behavior Includes
 - 7. Suspension and/or Termination of University Campus Housing Privileges
 - 8. Residence Hall Visitation - Policies, Procedures, and Guidelines Regarding Visitation
 - a. Visitation
 - b. Honor System
 - c. Guidelines
 - d. Loss of Privileges
 - 9. Institutional/Residence Hall Withdrawal and/or Refund
 - 10. Smoking Policy
- E. Office of International Students and Scholars
 - 1. The ISA
 - 2. Verifying Status
 - 3. Enrollment Requirement
 - 4. Employment
 - 5. Insurance
- F. University Events Center
- G. Multicultural Student Center
- H. Memorial Student Union
- I. Office of Career Services
 - 1. Truth in Disclosure
 - 2. Student Eligibility
 - 3. Student Employment Programs
 - a. Cooperative Education
 - b. Part-Time Employment
 - c. Summer Internship
 - d. Permanent Career Options
 - 1. On-Campus Recruitment
 - 2. Alumni
 - 3. Job Listing Service
 - 4. Awareness Programs/Career Fairs
 - 5. Distance Learning
 - a. Articles
- J. United Campus Ministries and Related Activities
- K. The Ronald E. McNair Post-Baccalaureate Achievement Program
- L. Veteran and Disability Support Services
 - 1. Veterans and Veteran Dependents
 - 2. Disability Support Services
- M. Upward Bound Program
- N. Intramural Sports
- O. Student Support Services Program
 - 1. Application Information

XIV. Student Financial Aid

- 1. Types of Available Funds
 - a. Grants
 - b. Scholarships
 - c. Federal Work Study
 - d. Loans
- 2. Satisfactory Academic Progress

XV. Postal Services

1. Regulations for Student Box Holder
2. Registration of Vehicles

XVI. University Police Department

XVII. Partial Campus Directory

1. Other Important Information
2. Academic Advisement (undergraduate)
3. Academic Tutoring Services

XVIII. Appendices

- A. Guidelines and Implementing Procedures for the Use of University Facilities
 1. Guidelines
 2. Space Reservation and Approval (Part I)
 3. Space Reservation and Approval (Part II)
 4. Implementing Procedures
 5. Security Policy for Safety
 6. Distribution of Pamphlets, Written Materials and Posting Notices
 7. Solicitation of Charitable Contributions
 8. Contractual Agreements
 9. Cost of Support Activities Funds (COSA)
- B. Sexual Harassment Policy
 1. Grievance and Administrative Procedures
 2. Process
 - a) Internal Grievance Procedures
 - b) Rules of Procedures for Affirmative Action Committee Grievance Hearings
 - c) Appeal
 - d) Remedial Action
- C. ADA/504 Grievance Procedures
- D. UNC-GA Policy on Disruptive Behavior in the Classroom
 1. Binding Procedures for Instructors
 2. Student Right to Appeal

North Carolina Agricultural and Technical State University is committed to equality of educational opportunity and does not discriminate against applicants, students, or employees based on race, color, or all races and actively seeks to promote racial integration.

ABOUT THE UNIVERSITY

A Brief History

The North Carolina Agricultural and Technical State University has occupied a unique role in efforts to provide higher education for citizens of the State since 1891. The College operated in Raleigh until 1893 when it moved to the city of Greensboro, which donated \$11,000 in cash and 14 acres of land for its campus. The original course of study of A&T included languages and literature, mathematics, business, agriculture and military science. Female students were a part of the college from 1893 until 1901, but were not enrolled again until 1928.

The presidents and chancellors of A&T have been **Dr. John O. Crosby** (1892-1896), **Dr. James B. Dudley** (1896-1925), **Dr. Ferdinand D. Bluford** (1925-1955), **Dr. Warmoth T. Gibbs** (1956-1960), **Dr. Samuel D. Proctor** (1960-1964), **Dr. Lewis C. Dowdy** (1964-1980), **Dr. Cleon F. Thompson, Jr.** (1980-1981), **Dr. Edward B. Fort** (1981-1999), **Dr. James C. Renick**, (1999-2006), Dr. Lloyd V. Hackley, (2006-2007), Dr. Stanley Battle, (2007-present).

Mission, Purpose, and Goals of the University

North Carolina Agricultural and Technical State University is a public, comprehensive, land-grant university committed to fulfilling its fundamental purposes through exemplary undergraduate and graduate instruction, scholarly and creative research, and effective public service. The university offers degree programs at the baccalaureate, masters and doctoral levels with emphasis on engineering, science, technology, literature and other selected areas. As one of North Carolina's three engineering schools, the university offers Ph.D. programs in engineering. Research is conducted by faculty members in university centers of excellence, in interinstitutional relationships, and through significant involvement with several public and private agencies. The university also conducts major research through engineering and its extension programs in agriculture.

The purpose of the University is to provide an intellectual setting where students in higher education may find a sense of identification, belonging, responsibility, and achievement that will prepare them for roles of leadership and service in the communities where they will live and work. In this sense, the University serves as a laboratory for the development of excellence in teaching, research and public service. The program of the University focuses on the broad fields of agriculture, engineering, technology, business, education, nursing, the liberal arts and science. The major goals of the University as approved by the faculty in 1988 are as follows:

1. To help students improve their interpersonal and communication skills.
2. To insure adequate career preparation for students that will enable them to lead productive lives.
3. To develop innovative instructional programs that will meet the needs of a diverse student body and the expectations of various professions.
4. To maintain an environment which fosters quality instruction and encourages the further professional development of faculty and staff, which supports the ideals of academic freedom and shared governance.
5. To assist students in developing their powers of critical and analytical thinking.
6. To promote managerial efficiency in all administrative functions including the continued development of operative efficiency productivity in the accounting and fiscal system of the University consistent with the needs of the various University programs/functions and with the expectations of state and federal regulations.
7. To assist students in developing in-depth competence in at least one subject area for a global economy and for an environment with changing technology.
8. To aid students in the further development of self-confidence and a positive self image.
9. To identify and secure additional sources for internal and external funds to support the development of competitive financial aid awards to academically qualified students and to needy students.
10. To further develop and maintain the institutional research and planning processes that is necessary for the continued competitiveness, relevance, productivity, and credibility of the University, its programs and its operations.
11. To develop and maintain undergraduate and graduate programs of high academic quality and excellence.
12. To encourage research and other creative endeavors by the faculty and students.
13. To identify and help to satisfy educational, cultural and other public service needs in the state, nation and international environment.
14. To plan, construct and maintain physical facilities for the achievement of the goals of the educational programs, research and administrative functions.

Mission Accomplishments

A&T today is the largest historically Black university in the state of North Carolina and the second largest in the nation. It is one of the State's two land-grant institutions. A comprehensive university offering degree programs at the baccalaureate, master's and doctoral levels, it has one of three engineering schools in the University of North Carolina. A&T has one of only two schools of agriculture in North Carolina and its teaching and research programs in animal science have been developed as a related activity to the School of Veterinary Medicine. In these and other specialized areas of activity in fields of science and technology, North Carolina A&T State University conducts major sponsored program research activities.

A&T occupies a 181-acre main campus just nine blocks from the heart of metropolitan Greensboro. The University also owns a 600 acre farm and just minutes away from the main Millenium Campus

A&T's strength originates with its academic programs, operated through schools of Agriculture, Business and Economics, Education, Graduate Studies, Nursing and Technology, the College of Arts and Sciences and the College of Engineering.

A well-documented success story of A&T over the years has been her alumni, some 40,000 strong, who have occupied positions of leadership in the communities wherever they have found themselves after graduation.

The University takes an active interest in counseling and guiding its students into attractive careers. A&T is nationally known for its Office of Career Services, which annually attracts more than 1000 recruiters from the nation's foremost corporations and governmental agencies. A recent survey indicated that salaries of the University's graduates rank in the highest percentage among the state's 16 institutions.

Among A&T's well known alumni are the late **Dr. Ronald McNair**, astronaut; **Dr. Jesse Jackson**, internationally prominent human rights leader and United States presidential candidate; **Congressman Edolphus Towns** of New York; retired **Major General Charles D. Bussey**; **Al Attles**, coach and general manager of the Golden State Warriors professional basketball team; **Lou Donaldson**, internationally

known jazz musician; **Brig. Gen. Clara L. Adams-Ender**, commanding general of Fort Belvoir, Virginia; **Dr. Geraldine House**, superintendent of the Memphis, Tennessee School System; and **Dr. Jack O. Lanier**, deputy assistant U.S. Secretary of Defense for Health Affairs. Additionally, five college and university presidents are among the alumni of this University.

While North Carolina A&T State University is an outstanding academic institution, it also maintains a national reputation in intercollegiate athletics. Championship-caliber men's and women's teams attract thousands of supporters and friends to athletic contests on and off the campus. Aggie teams have competed outstandingly in the NCAA Division I level in some of the major arenas and fields in the United States. The current athletic teams include football, basketball, baseball, tennis, indoor track, outdoor track, swimming, bowling and cross country for men; and basketball, softball, volleyball, indoor and outdoor track for women.

In the area of intramural athletics, A&T provides recreational opportunities for more than 2,500 students. This well-administered program includes team and individual play in football, basketball, softball, aerobics, soccer, weightlifting, volleyball, karate and bowling.

GOVERNANCE OF NORTH CAROLINA AGRICULTURAL AND TECHNICAL STATE UNIVERSITY

North Carolina Agricultural and Technical State University is a constituent institution of the University of North Carolina. It functions under the jurisdiction of a thirty-two member Board of Governors of the University of North Carolina elected by the General Assembly of North Carolina. The President of the University and his or her staff administers policies of the Board of Governors. They constitute the General Administration and are located in Chapel Hill.

The Board of Trustees of North Carolina Agricultural and Technical State University consists of thirteen members. The Governor of the State appoints four members, the Board of Governors appoints eight members, and the President of the Student Government Association serves as an ex-officio member. The Board of Trustees received its authority by delegation from the Board of Governors.

The Chancellor is the chief administrative officer of the University.

Faculty-Student Committees

Students participate in the decision-making process of the University through membership on committees or sub-committees of the faculty. Generally, students are recommended by the SGA (Student Government Association) to the Chancellor or other appropriate University officials for selection and appointment to faculty committees. The student voice is welcomed and contributes to the important functions and policies of the committees and the University. The following represents several of the standing committees of which students are members:

- New Student Orientation
- Food Service Committee
- Lyceum Committee
- Student Fees Allocation Committee
- Bookstore Advisory Committee
- Commencement Committee
- Intramural Council
- Homecoming Committee
- Who's Who Selection Committee
- Honors, Scholarships and Award Committee

Individual Responsibility

Much of the planning, programming and policymaking is done through student groups. This, however, does not preclude the fact that you can participate as an active campus citizen. As an individual you contribute by:

1. Being informed about the educational community of which you are a part.
2. Questioning student leaders, faculty and administration about the University.
3. Actively participating in student organizations of which you may be a member.
4. Questioning and/or supporting the Student Government Association and its officers, its affairs and activities.
5. Participating in the Memorial Union programs.

These are only a few examples of how you can demonstrate individual responsibility; above all, be informed, consult and question.

STUDENT LIFE

North Carolina Agricultural and Technical State University recognizes the role, which student organizations play towards the development for self-actualization, involvement through cooperative interaction and the enlargement of educational experiences for the members of the University community. The University encourages extra-class activities by students through participation in a variety of campus organizations.

OFFICE OF STUDENT DEVELOPMENT

OUR PURPOSE ... the Office of Student Development (OSD) is to promote an environment at North Carolina A&T that provides for the overall growth and development of students. OSD is charged with the implementation of orientation and transitional programs for students and their families. Through social, cultural, leadership, educational and service experiences, students are encouraged to form a community that includes those from every academic division and program, and to become active participants in university life.

OUR MISSION ... foster student growth and development and facilitate student success and retention.

Leadership Development

As a compliment to the established mission of the Division of Student Affairs, this unit promotes leadership experiences and processes by which individuals and organizations are empowered to work together synergistically toward a common goal or vision that will create change, transform institutions and thus improve their quality of life.

The primary goals of the unit include:

- Providing opportunities for students to explore and address issues that affect them and their environments through Social consciousness, Leadership effectiveness, Academic awareness, as well as Membership Development.
- Coordinating and facilitating workshops, seminars, programs and conferences geared towards personal and professional growth, human relations, and civility.
- Utilizing the entire Aggie community, to develop our 5 C's of Leadership: Character, Congruence, Commitment, Collaboration, and Citizenship, in the student body.
- Creating a support mechanism, central location for resources and information, and development opportunities for the various constituent groups and programs associated with leadership, such as the Council of President, Organization Advisors, Leadership 101 series, and the Aggie Leadership Certification Program.
- As an integral component of the Office of Student Development, fostering an environment where students share ideas freely and work collaboratively with faculty, staff and other students; while promoting them as ambassadors to the global community.

Civic and Service Education (CASE)

MISSION

To further the mission of North Carolina Agricultural and Technical State University, The Office of Student Development, through the Civic and Service Education Program (CASE) has dedicated itself to promote a just and humane society through community service and civic engagement. The program is to promote service-learning as an integral aspect of education and to foster university engagement with the larger community. To provide and promote quality service-learning that fosters student learning and development toward outcomes including Civic engagement, collaborative leadership and appreciation of diversity. The program will foster authentic partnerships that support and enhance the University's mission as an engaged citizen in the greater community. To promote the institutionalization and sustainability of service-learning as an integral aspect of education and provide a variety of forms of service-learning at North Carolina Agricultural and Technical State University.

GOAL

The general goal of the Civic and Service Education (CASE) Program is to integrate the pedagogy of service learning into North Carolina Agricultural and Technical State University's fundamental courses of University Studies by developing an infrastructure on the foundation of existing interdisciplinary initiatives in community development. This will facilitate the institutionalization of service-learning at North Carolina Agricultural and Technical State University and augment the University's role in meeting community-defined need through university-community partnerships.

OBJECTIVES

1. Introduce an infrastructure for campus-based community service.
2. Introduce procedures and partnerships for communities and campus to work together to solve key issues.
3. Encourage quality focused service-learning programs.
4. Engage in positively impact community needs with sustainable focus.
5. Develop mutually beneficial relationships with community-based organizations.
6. Introduce scholarship opportunities for student leadership for participation in service-learning programming.

WHAT:

1. Promotes learning through active participation in service experiences
2. Provides structured time for students to reflect by thinking, discussing and /or writing about their service experience.
3. Provides an opportunity for students to use skills and knowledge in real-life situations.
4. Extends learning beyond the classroom and into the community.

WHERE:

- NC A&T State University
- Schools/Colleges
- UNST Course
- Cluster Themes
- Triad Community

New and Transfer Student Orientation Orientation Counselors

The mission of Orientation is to assist undergraduate students, upon admission, ensuring that all entering students will experience a seamless transition and become engaged community members.

Three primary goals of the unit include:

- To implement an on-going orientation program that serves as the initial introduction to the university as a unique academic, cultural, and social community.
- Through collaboration with the schools, colleges and other units throughout the University, to intentionally connect educational events, programs, and activities that address defined transitional periods.
- To integrate students' families, where appropriate, into the abovementioned transitional periods.

First Year Experience (FYE) and Parent/Family Programs**Campus Life Mentors**

This unit is designed to help first year or transfer students become acclimated to collegiate life here at North Carolina Agricultural and Technical State University. Our mission is to provide programs to maximize the student's potential to achieve academic success and to adjust to the individual and interpersonal challenges presented by collegiate life.

Additional Units and Services

- Co-curricular Transcript
- Service Learning
- Ayantee Yearbook
- Convocation and Honors Acknowledgements
- Who's Who (for undergraduate collegiate)

1.

The Council of Presidents

The Council of Presidents (COP) of North Carolina A&T State University will serve as the governing body of student organizations. It shall be the purpose of this council to:

- A. Provide an assembly of student organization presidents for the development and implementation of plans to keep the campus organizational life meaningful, wholesome, stimulating, productive and active.
- B. Be involved in learning and training experiences designed to enrich leadership skills.
- C. Represent the University whenever a cross section of student organizational life is invited in conference with A&T officials or to visit another university. When appropriate, the Council invites organizations from other universities and colleges to participate in campus activities.

OSD provides the means and the resources for academic, cultural, political, social and spiritual development to A&T students. This office coordinates the efforts of campus organizations mainly through the Council of Presidents (COP).

OSD promotes purposeful involvement of students by:

- Fostering an atmosphere in which students share ideas freely and work collaboratively.
- Providing a safe and inclusive environment.
- Offering opportunities to develop leadership skills.
- Supporting the growth of student organizations.
- To provide opportunities for students to interface with city, state and national government officials.
- To promote student organizations as viable resources for the University and Greensboro Communities.

Registration of Student Organizations

To become recognized each student organization is expected to file the following items with the Office of Student Development, on or by the last Friday in September:

- Registration Form
- Constitution
- Adopted Budget
- Membership Roster
- Organizational Registration Fee

The Office of Student Development will issue Registration Kits to organization leaders at the meeting of the Council of Presidents, on the first Tuesday after classes begin in the fall of each year. After student

organization leaders have registered their organizations, they are then eligible to use all campus facilities at no cost to the organization.

Advisors

Each organization must have at least one advisor who is a member of the Faculty or Staff and is registered in the Office of Student Development. Faculty and Staff are not obligated to serve as advisors to student organizations. This is a volunteer service. Those who are willing to give the time necessary for attendance at meetings and otherwise accept the challenge of being a resource person, earn the general and special appreciation of the University community. All Advisors must report to the Office of Student Development for a copy of the [Advisors Manual of Student Organization](#).

Student Organizations and Activities (see www.ncat.edu/~cop)

Registered and approved student organizations do not discriminate on the basis of race, creed, color, religious affiliation, sex, national origin, age or handicap in any aspect of their functions and operations. The University provides a well-balanced program of activities for moral, spiritual, cultural, and physical development of the students. Various committees, departments and organizations of the University sponsor religious, cultural, social and recreational activities. Outstanding artists, lectures and dramatic productions are brought to the campus through programs and projects sponsored by student organizations. Student organizations sponsoring programs and projects are scheduled and coordinated by the Executive for Student Development, with the cooperation and assistance of other service, administrative, and academic units on campus. No group has the right to interfere with or disrupt either in part or in whole the orderly operation of the University or to interfere with rights of its students.

The Executive Director for Student Development Office provides interpretation of the University's policies as they relate to organizational community. All events must reflect the interest of the University community. Permission to use University facilities may be denied or revoked for non-compliance with the Guidelines and Implementing Procedures for the use of University facilities.

Approximately one hundred fifty (150) organizations are registered and approved on the campus. Categorically, the organizations include, National Honor Societies, Departmental Clubs, Gospel Choir, Social Clubs, Student Military Organizations, Fraternities, Sororities, Hometown Clubs, Residence Councils, the Student Union Advisory Board, Class Organizations and Drama Societies. Other University sponsored organizations include the University Choir, University Band and the Student Government Association.

Descriptions and membership requirements for all University recognized organizations are printed in the *Student Organizations Handbook*. This handbook may be secured from the Office of Student Development, Room 102, Murphy Hall.

National Honor Societies

Charters are on file at the University for the following Honor societies: **Golden Key National Honor Society**- Recognizes juniors and seniors with a cumulative GPA of 3.30 or above; **Alpha Kappa Mu National Honor Society**- A national scholarship organization with local chapters established in accredited colleges/universities; **Alpha Lambda Delta Honor Society**-This honor society is composed of male and female students who excelled academically with a minimum cumulative average of 3.50 or above during the first year of study; **Phi Kappa Phi Honor Society**-**ational**

PublicationsThe University participates and submits the names of students who qualify to be listed in Who's Who Among Students In American Colleges and Universities and the Dean's List. Students selected for Who's Who must be seniors with 96 accumulated credit hours. Names are first submitted to the Who's Who Committee which makes the final selections based on established criteria. A minimum 3.0 grade point average is required for consideration and any student, staff or faculty member can nominate a candidate. Annually, the Registrar's Office submits the names of students who qualify for the Dean's List. A minimum grade point of 3.0 is required for the recommendation to the Dean's List Publication.

The Pan-Hellenic Council

The Pan Hellenic Council of North Carolina Agricultural and Technical State University is a coordinating organization with representatives from the A&T chapters of the following National organizations: Alpha Kappa Alpha Sorority, Incorporated; Alpha Phi Alpha Fraternity, Incorporated; Delta Sigma Theta Sorority, Incorporated; Kappa Alpha Psi Fraternity, Incorporated; Sigma Gamma Rho Sorority, Incorporated; Phi Beta Sigma Fraternity, Incorporated; and Omega Psi Phi Fraternity, Incorporated; and Iota Phi Theta Fraternity, Incorporated. The membership is restricted to representatives elected by each of the organizations which comprises the National Pan-Hellenic Council.

The purpose of this organization is:

1. To maintain a high level of Greek life and inter-fraternal relationship within the University.
2. To encourage student leadership and personal development.
3. To cooperate with University officials in the effort to maintain high social and scholastic standards throughout the University.
4. To serve as a forum for the discussion of questions of mutual interest and concern to the University, fraternities and sororities. The Pan-Hellenic Council has its adopted by-laws.

National Fraternities and Sororities

The University Registrar and the Office of Student Development must certify eligibility and qualifications for membership in fraternities and sororities for Student Development.

The following national fraternities have chapters at the University:

Alpha Phi Alpha	Iota Phi Theta	Omega Psi Phi
Kappa Alpha Psi	Phi Beta Sigma	

The following national sororities have chapters at the University:

Alpha Kappa Alpha	Zeta Phi Beta
Delta Sigma Theta	Sigma Gamma Rho

Service Fraternities

Alpha Phi Omega National Service Fraternity, Inc. - This organization promotes friendship, leadership and service to humanity. It is a national co-educational organization. Groove Phi Groove Social Fellowship, Inc. - This organization provides service and social opportunities for males to advance through unity of effort and development of leadership. Lambda Chi Alpha - This National organization encourages the betterment of men in brotherhood throughout their lives.

Student Publications

The A&T Register - The official student newspaper.

The Ayantee - The student yearbook

Standards Governing Sororities, Fraternities and Social Fellowship Organizations

The purpose of the Pan Hellenic Council is:

1. To maintain a high level of Greek life and inter-fraternal relationship within the University.
2. To encourage student leadership and personal development.
3. To cooperate with University officials in the effort to maintain high social and scholastic standards throughout the University.
4. To serve as a forum for the discussion of questions of mutual interest and concern to the University, fraternities and sororities. The Pan-Hellenic Council has its adopted by-laws.

Greek Life Council

- The following national fraternities have chapters at the University:

Kappa Kappa Psi
Lambda Chi Alpha
Alpha Phi Omega

- The following national sororities have chapters at the University:

Tau Beta Sigma
Chi Eta Phi

- The following social fellowship have a chapter at the University:

Groove Phi Groove Social Fellowship

The Greek Life Council of North Carolina A&T State University will serve as the governing body of Non-Pan Hellenic fraternities/sororities/ and social fellowships organizations. It shall be the purpose of this council to:

- A. Act as the supervising, advising, and governing body of all Non-Pan Hellenic recognized general Pan Hellenic fraternities/sororities.
- B. Organize, standardize and regulate the recruitment of new member's activities.
- C. Promote positive Inter-fraternity competition in scholarship, service, athletics and any other events that may be deemed advisable of the betterment of the participants, sororities, fraternities, the University and the community.
- D. Encourage cooperation and harmony among member organizations.
- E. Provide educational programs and services for member fraternities.
- F. Serve as the liaison between the University authorities and member fraternities in matters of common interest.

New Membership Intake Regulations

Recruitment activities can only be scheduled during the period designated by the University. No student may be in a group or organized interest club, pay fees or perform duties or assignments before the new membership intake program and schedule are approved by the University.

The Pan-Hellenic affiliated organizations have abolished from their constitutions sequential step initiation (lines) for the selection of new members. The University accepts this change and requires that all new membership intake activities be coordinated through the Office of Greek Life. The annual schedule for new membership intake procedures is available in Room 112, Murphy Hall. Only one list of names will be accepted and any organization that processes ineligible persons will be penalized. Reports on grade requests will be available according to the schedule distributed by the Office of Greek Life.

No organization may proceed with Membership Intake before written approval on individual candidates' academic and student conduct status has been received from the Office of Greek Life. Intake activities are conducted only once per year during the spring semester.

If grade reports appear to be inaccurate, individual candidates should contact the Registrar's Office. However, candidates must be eligible at the time of application.

Membership Intake Restrictions

Maximum period of two weeks for all organizations to process new members from the point of University certification of eligibility to the point of induction. Only ONE intake period per year.

Regarding Probates

- All probates have to be within the probate period as designated by the University Intake Schedule
- There will be NO EXCEPTIONS to any other time periods or forms of expression (before, during or after)
- No pre or post probate shows on or off campus

Academic Eligibility

To be eligible or considered for membership in sororities, fraternities and social fellowship organizations, the University requires that a student meet the following criteria:

- a) Completion of at least one semester grading period at NCA&T State University, having successfully completed at least twelve semester hours with a minimum cumulative average of 2.50 or above.
- b) Be enrolled as a full-time (12 semester hours) student at NCA&T during both the current and the entire period of the previous semester. Passing twelve (12) semester hours in the previous semester is required. A student properly registered for a cooperative education experience during the previous semester qualifies as a Full-time student. A letter of verification of Cooperative Education completion must be submitted to the Office of Greek Life prior to application for membership.

Elements of Item (a)(above) may be affected by national organizations of which NCA&T chapters are components; therefore, it is the responsibility of the chapter to secure clearance from its regional (area) or national organization; i.e., some organizations require a higher cumulative average, giving the option to a chapter to use the University's minimum requirement.

Compliance with University minimum requirements for application eligibility does not guarantee that a student will be selected, or voted on for membership in an organization. Beyond minimum requirements, organizations have the right to select their members by criteria approved by the national governing body of the organization and accepted by the University as a fair policy. These differences must be documented in the Office of Greek Life .

The only exception to item (b) (above) shall be for prospective members of the Student Military organizations whose cadets may be part-time NCA&T students; however, their cumulative average at their home University must be at least 2.3.

The University must insure the orderly education process; therefore, no activities of organizations can be disruptive to the function of the University or annoying to persons during the induction of new members. Specific sanctions for group misconduct are cited under "Sanctions for Group Offenses".

Student Conduct Eligibility

A student will be deemed ineligible from participation in any fraternity or sorority if the student does not have a clear judicial record (meaning not currently on probation, suspended, expelled; no case pending; or no major violations-i.e., drugs, assault, harassment, possession/use of a weapon).

UNIVERSITY POLICY ON HAZING

Preamble

Fraternities and sororities are an integral part of campus life at North Carolina A&T State University. They contribute significantly to the quality of student life in a number of ways, such as

- (a) providing a mechanism for students to develop leadership skills through involvement in a variety of programs and activities,
- (b) encouraging and fostering team building and group cohesion and
- (c) striving for academic excellence.

Since these outcomes parallel several University objectives, A&T welcomes the presence of these groups on campus with the clear expectation that they will abide by all applicable university policies and regulations governing their on-campus behavior. To the extent that the activities of fraternities and sororities conform to University expectations, they will continue to enjoy all privileges and courtesies extended to their campus organizations.

However, due to past destructive activities of several fraternities and sororities during the Intake Membership Process, the University is setting forth these hazing penalties and restrictions governing the intake process.

1. Criminal prosecution in the court for individual students involved
2. University disciplinary action for individual students through the Office of the Dean of Students.
3. Sanctions against the organization:

- First Offense: One-year suspension
- Second Offense: Two-year suspension
- Third Offense: Four-year suspension
- Fourth Offense: Revocation of Chapter's Charter

Elements of Hazing

1. Action that recklessly or intentionally endangers the physical safety of students.
2. Forced or required consumption of any food, liquor, drugs or any other substance.
3. Forced or required participation in physical activities such as calisthenics, exercises or other so-called games.
4. Exposure to severe weather.
5. Excessive fatigue resulting from sleep deprivation, physical activities, or exercises.
6. Assignment of activities that would be illegal (e.g., shoplifting) or unlawful or might be morally offensive to individual initiates.
7. Physical brutality, including paddling, striking with fists, or objects.
8. Verbal abuse, including berating of individuals.
9. Forced or required conduct that could embarrass or adversely affect the dignity of the individual.
10. The intentional creation of cleanup work or labor for new initiates by other members or alumni.

HAZING (Taken from North Carolina General Statutes, Chapter 14 (Article 9))

14-35 Hazing: definition and punishment. It is unlawful for any student in attendance at any university, college or school in this State to engage in hazing, or to aid or abet any other student in the commission of this offense. For the purposes of this section hazing is defined as follows: "to subject another student to physical injury as part of an initiation, or as a prerequisite to membership, into any organized school group, including any society, athletic team, fraternity or sorority, or other similar group." Any violation of this section shall constitute a Class 2 misdemeanor. (1913, c 169, ss.1,2,3,4; CS., s. 4217; 1969, c. 1224,s. 1; 1993, c. 539, s. 19; 1994, Ex. Sess., c. 24, s. 14(e); 2003-299, s. 1.)

Sanctions for group offenses include but are not limited to the following:

1. **Charter Revocation** - Permanent removal of University recognition.
2. **Charter Restriction** - A temporary removal of University recognition, usually for one semester. Under this sanction the organization may not take part in pledge activities or hold or sponsor events on campus.
3. **Suspension** - A specified period during which the organization cannot use University facilities or participate in any University activities.
4. **Probation** - A specified period during which if the same offense is committed, the organization will be suspended.
5. **Reprimand** - An official notice of censure.

Regarding campus suspensions of fraternities, sororities, and social fellowships

The university makes no distinction between the chapter of a fraternity/sorority/social fellowship and the fraternity/sorority/social fellowship as an entity. The university further recognizes that chapters are not, in fact organizations of their own and that chapters represent to the university the said fraternity, sorority, or social fellowship. As a result, when a chapter violates campus rules and regulations, in fact the affiliated fraternity, sorority, or fellowship is suspended from the campus. This prohibition includes any identifiable group assembly on campus plots at all times including Homecoming, Commencements, etc.

STUDENT GOVERNMENT ASSOCIATION

Administrative Grant of Power to the Student Government Association

The Authorities of North Carolina Agricultural and Technical State University, having confidence in the ability, character and judgment of the students and believing that participation by them in the affairs of the University Community will be mutually helpful and valuable, have given authority to them to organize the Student Government Association and to adopt the Constitution and By-Laws. Through the structures provided by the University and subject to policies established by the responsible boards and officials of the University, students assist the faculty and administrative officers in the development of programs and policies in matters affecting academic question, student discipline and the general welfare of the A&T Community.

The Purpose of the Student Government Association

The aims of higher education are to aid an individual in realizing his/her potential, and in becoming an effective member of society. The means to this end are independence of thought, active of awareness and participation in various academic pursuits. The individual is the center of learning. Therefore, these aims have meaning only insofar as, they relate to the individual. Whatever is done in the educational community must be evaluated in terms of the effect on the student and his/her learning process. The Student Government Association, as the representative of the student community, must be committed to these goals of higher education in order to justify its existence.

To assume the attainment of this purpose, the Student Government Association must assume the following responsibilities:

1. Create an atmosphere of freedom - allowing the student to move beyond the limits of traditional interests; allowing the student to be a creative and contributing individual.
2. Aid in a meaningful interpretation of the concept of the "University Community". Effective communication between members of the University Community is vital to the understanding of this concept.
3. Provide opportunities for each student to participate in activities that develop and realize potentialities.
4. Create awareness of national and international affairs and of their significance for the individual.

Brief Historical Overview for the Constitution of the Student Government Association

The present Student Government Association is an outgrowth of the Student Council of North Carolina Agricultural and Technical State College, which was restructured on September 30, 1935 from an earlier organization by the same name.

The stated purpose of the earlier Constitution was to develop among the students a spirit of cooperation to afford development through self-expression, self-control and leadership, to create a high degree of cooperation between the faculty and students in matters of constructive welfare.

The Constitution of the Student Government Association was restructured and approved by the Board of Trustees in 1968, 1988, 1996.

Constitution

PREAMBLE

We, the students of the North Carolina Agricultural and Technical State University, in order to promote the general welfare and interest of students and to encourage responsibility in all fields of hu

ARTICLE I

The name of this organization shall be the Student Government Association of the North Carolina Agricultural and Technical State University.

ARTICLE II

PURPOSE

The Student Government Association shall be the official student organization to act in the common interest of the student body:

- a) The Student Government Association shall promote unity, political interest, awareness, and school spirit within the University family.
- b) The Student Government Association shall provide opportunity for student participation in the University's decision-making process.
- c) The Student Government Association shall aid in the development of self-direction for students.
- d) The Student Government Association will serve as a liaison between the University Administration and the student body.

ARTICLE III

MEMBERSHIP

All students, without regard to gender, race, religion, or nationality, by virtue of their registration at North Carolina Agricultural and Technical State University are members of the Student Government Association and shall be subject to this constitution.

ARTICLE IV

FINANCE

SECTION 1. The Student Government Association shall have as its source for operational costs, the allocation of a portion of student activity fees designated by the University Student Allocation Fee Committee composed of faculty, staff and students and appointed by the Chancellor of the University.

SECTION 2. With the exception of specified stipends for the SGA Executive Board. The components of the budget will be developed by the members of the Executive Board contingent upon approval by the Student Senate and the Vice Chancellor for Student Affairs. These funds come from the allocation made to the SGA by the University Student Allocation Fee Committee.

SECTION 3. A stipend of \$350.00 per month, will be paid to the SGA President and to Miss A and T for the period of May 1 of the year of the election through the following April. A stipend of \$250.00 will be made to the other Executive Board members of SGA for the period of September 1 through April. To assist in the provision of homecoming coronation attire, the following amounts will be paid: SGA President, not to exceed \$300.00; Miss A and T, not to exceed \$500.00.

In addition to these stipends, the SGA President and Miss A & T will be provided free room and board for both the Fall and Spring Semesters and are required to live on campus.

SECTION 4. CORONATION EXPENSES. The budget for University Coronation will have prior approval from the SGA Executive Board and Vice Chancellor for Student Affairs.

SECTION 5. SUMMER SESSION. Tuition and board for both Summer Sessions will be the responsibility of the President and Miss A and T, except that on-campus housing will be made available to these officers if they are required to be on campus during the Summer for planning purposes. Summer stipends will only be paid if these officers are on campus during the summer months **SECTION 6. ELECTION EXPENSES.** Candidates for student government offices shall adhere to the following campaign finance limitations:

SGA President - \$850

Miss A&T - \$850

All Other Executive Branch Offices - \$350

All Legislative and Judicial Branch Offices

Run-off elections - 25% of primary campaign maximum.

Each candidate for any Student Government office must keep accurate records of all campaign receipts and expenditures.

Failure to file accurate financial disclosure statements by the deadlines listed in this section, or falsification of financial statements, shall disqualify the candidate.

Receipts must be provided for all campaign expenditures. All expenses in excess of one dollar shall be included in the candidate disclosure statements.

Contributions to a candidate by individuals or organizations are allowed, but all contributions must be documented in a financial disclosure statement. Student organizations receiving student fee allotments may not contribute funds or in-kind donations to any candidate or campaign.

Each candidate's financial records must list identifying information (name, item, etc.) and amounts of each contribution and expenditure.

Contributions and expenditures of non-monetary assets or in-kind efforts must be listed and valued at their fair market value, as determined by the Elections Committee.

Each financial disclosure statement must have all expenditure receipts attached. All expenses must be included in the financial disclosure report.

Campaign materials promoting more than one candidate must be accounted for and divided equally among the financial disclosures of each candidate mentioned by name in the materials.

All campaign materials distributed by and/or paid for by an endorser of a candidate must be included in the candidate's campaign expenditures.

The Elections Committee shall provide standardized Campaign Financial Disclosure Statements. Each candidate's financial records shall be available for public inspection within 24 hours after Disclosure Statements are submitted.

Financial Disclosure statements shall be filed with the Elections Committee in the Student Development Office, or another locations designated by the Elections Committee, by the following times: 1. 4:30 p.m. on the first day of campaigning. 2. 4:30 p.m. on the Friday preceding student government elections, and 3. 4:30 p.m. on the last day of any general, run-off, or special student government election.

ARTICLE V EXECUTIVE BRANCH

SECTION 1. IDENTIFICATION. The Officers of the Student Government Association shall consist the President, Vice President of Internal Affairs, Vice President of External Affairs, Secretary, Attorney General, Treasurer, and Miss A and T. These officers constitute the executive branch.

SECTION 2. PURPOSE. The Executive Branch is empowered to enforce all approved bills and policies of the Student Government Association.

SECTION 3. EXECUTIVE RESPONSIBILITIES. The Executive Branch of the Student Government Association shall constitute a temporary quorum during the period the Senate is not in session.

SECTION 4. ELECTIONS. The President, Vice-President of Internal Affairs, Vice-President of External Affairs, Secretary, Attorney General and Treasurer, and Miss A&T shall be elected by a majority vote (50%+1) using secret ballots.

SECTION 5. The Student Government Association general elections shall be held during the spring semester on the fourth Wednesday in March or on another date designated by the Vice Chancellor for Student Affairs. The candidates for the Student Government Association President, Vice-President for Internal Affairs, the Vice-President for External Affairs, Secretary, Attorney General, Treasurer, Miss A&T, Senators, Sophomore Class Officers, Junior Class Officers, Senior Class Officers, Student Judiciary Council, Editor-in-Chief of the A&T Register as well as proposed referenda to this Constitution shall take place on the secret Ballot at that time.

Election to Student Government Office requires a simple majority of votes cast for any elected office, accepting Senate and Judiciary Council positions.

In the event that no candidate for an elective office secures a simple majority of votes cast for the office during a general election, a special election between two (2) candidates receiving the highest number of votes during the general election for that office shall be held by secret ballot within one (1) week, of the general election at a time and in a manner prescribed by the Vice Chancellor of Student Affairs

SECTION 6. CRITERIA FOR THE MISS A&T FORUM. The forum for Miss A&T shall be held at least three days prior to, or the Sunday before, the general elections. The forum must include, but will not be limited to the following:

- a. Introduction: the candidates will be introduced and state their platform and goals while wearing business attire
- b. Talent Showcase.
- c. Finale: the candidates will answer one (1) impromptu question while wearing formal attire.

SECTION 7. ELECTIONS COMMITTEE. A special election shall be held during the second week of the fall semester to fill vacancies of the Student Government Association left from the general elections held in the spring. The candidates for the Student Government Association vacancies as well as Freshman Class Officers and the placement of proposed referenda are to be held on the secret ballot at that time.

SECTION 8. The Student Body in the regular spring semester elections shall elect an Elections committee. The Chairperson shall be that person receiving the highest number of votes. Membership on the elections committee shall prevent a student from being a candidate for a Student Government Association Office.

SECTION 9. REQUIREMENTS FOR MEMBERSHIP OF THE ELECTIONS COMMITTEE. Every student Election Committee member during the fall and spring semesters of his/her term shall be in good standing at the University and shall have a cumulative average of 2.0 or above.

SECTION 10. DUTIES OF THE ELECTIONS COMMITTEE. The duties of the Elections Committee shall be distributing and accepting the nominating applications for all candidates, annualizing senator membership formula using previous Fall semester enrollment figures, securing academic eligibility for all candidates through the Office of the Vice Chancellor for Student Affairs, and monitoring the Campaign Financial Disclosure Policy pursuant to Article IV, Section 6. The Elections Committee shall consist of **eight (8)** members who shall administer all Student Government Elections: a. The Elections Committee shall staff the polling places.

- b. No election officers shall be in any manner affiliated with the campaign of any candidate participating in the election.
- c. The Elections Committee shall update the student population formula (Article IX, Section 3) during the fall semester of the term.
- d. The Elections Committee shall be responsible for advertising the availability of Student Government Association applications and Student Government Association elections.
- e. The Elections Committee shall be responsible for planning, organizing, and implementing a forum for individuals interested in running for a Student Government Association position.
- f. The Elections Committee shall establish and maintain protocol and procedure guidelines in order to conduct Election Committee business.

SECTION 11. IMPLEMENTATION. Electronic voting devices shall be used in conducting all campus elections.

- a. There shall be separate voting booths in which each voter may cast his/her vote in secret.
- b. Each voter, upon presentation of proper identification shall be permitted to vote by electronic methods.
- c. Only election officials and voters shall be allowed at the polling places.
- d. The boundaries of each polling place shall be designated and clearly marked.
- e. The results of the election shall be given to the Chairperson of the Elections Committee who shall reveal them only at the designated time.

SECTION 12. TERM OF OFFICE. All officers shall serve for one academic year, beginning and ending at midnight on Student Government Association Inaugural dates.

SECTION 13. UNEXPIRED TERM. In case of an unexpired term of the Student Government Association President, the Vice-President shall fill the vacancy for Internal Affairs. The Student Senate shall provide for the filling of the office of President should a President who has succeeded to that office from the Vice-Presidency for Internal Affairs also vacate the office.

SECTION 14. In case of an unexpired term of Vice-President for Internal Affairs, the Vice-President for External Affairs, the Secretary, or the Attorney General, the Fall Special Election shall fill the vacancy.

SECTION 15. In case of an unexpired term of the Parliamentarian, the vacancy shall be filled by appointment by the Student Government Association President whom the Parliamentarian will assist.

SECTION 16. PRIVILEGES. All members of the Executive Branch of the Student Government Association may attend, without charge, all Student Government Association functions upon presentation of a non-transferable authorization pass. The Office of the Vice Chancellor shall authorize the pass for Student Affairs.

SECTION 17. INAUGURATION. The Inauguration of all Student Government members shall take place after the last Board of Trustee's meeting and no later than the first week of May.

ARTICLE VI

Section I.

QUALIFICATIONS FOR OFFICERS OF STUDENT GOVERNMENT ASSOCIATION

- a. A student to be a candidate for any office of the Student Government Association must, at the end of the spring semester have completed 60 semester hours, 48 of which must have been completed at North Carolina A&T State University.
- b. An officer of the Student Government Association at the time of his/her election must have a cumulative grade point average of 2.5 and maintain this average while in office. Failure to maintain this average will result in his/her removal from office.
- c. He/she must not have been convicted of any major violations of University regulations and must not be on disciplinary probation.
- d. He/she must be enrolled as a full time student.
- e. He/she may serve a maximum of two (2) terms by special permission of the Vice Chancellor for Student Affairs.
- f. **Office of President** - At the time of his/her election he/she must have served twenty academic weeks, in good standing, in an elected office as defined by the constitution as part of the Legislative, Executive, or Judicial Branch of the Student Government Association at North Carolina Agricultural and Technical State University, or secure the signatures of one-third (1/3) of the University Fall Student Headcount who are considered Student Government Association members as defined by the constitution.
- g. **Office of Vice President of Internal Affairs** - At the time of his/her election he/she must have served twenty academic weeks, in good standing, in an elected office as defined by the constitution as part of the Legislative, or Executive Branch of the Student Government Association at North Carolina Agricultural and Technical State University, or secure the signatures of one-third (1/3) of the University Fall Student Headcount who are considered Student Government Association members as defined by the constitution.
- h. **Office of Attorney General** - at the time of his/her election he/she must have served twenty academic weeks, in good standing, in an elected office as defined by the constitution as part of the Judicial Branch of the Student Government Association at North Carolina Agricultural and Technical State University, or secure the signatures of one-third (1/3) of the University Fall Student Headcount who are considered Student Government Association members as defined by the constitution.
- i. **Office of Miss A&T** - Must be a rising senior having completed at least 90 semester hours at the end of the spring semester and must reside on campus during the period of her reign.
- j. **Office of Editor-in-Chief**-at the time of his/her election must have 60 credit hours at the end of Spring Semester, with a 2.5 grade point average and must maintain a 2.5 grade point during their tenure. Must have at least one year of service with the A&T Register, and possess demonstrable skills in editing and layout or design. The Newspaper Advisory Committee will select two (2) qualified students and submit to the Elections committee to be placed on the ballot for the Spring Elections. Students chosen by the Newspaper Advisory Committee will then campaign for the position of Editor in Chief following the Elections Committee's Implementation workshop as defined by Election's Committee Protocol & Procedures.

The Newspaper Advisory Committee shall consist of:

1. Chairman of the School of Journalism or a designated member of the journalism faculty.
2. An Alumnus/a of the Department of Journalism and Mass Communication and/or the student media.
3. An Administrative/professional member of the Student Affairs Division, selected by the Vice Chancellor of Student Affairs.
4. The Student Newspaper Adviser
5. Chairman of the Business School or a designated member of the business faculty.
6. The Director of University Communications or a designated member of that unit.
7. A student-at-large selected by the Newspaper Advisory Board.
8. A student representative selected by the Student Government Association.
9. A student representative selected by the Vice Chancellor of Student Affairs
10. A student member from the Register (who is not the Editor-in Chief).

Section 2**DUTIES AND RESPONSIBILITIES**

SPECIFIC OFFICERS, EXECUTIVE POWER VESTED IN THE PRESIDENT. Executive power shall be vested in the President of the Student Government Association, who shall have the assistance of the Vice President of Internal Affairs, Vice-President of External Affairs, Secretary, Treasurer, Attorney General, and Miss A&T. These executive officers of the Student Government Association shall be elected by and from the student body at large.

PRESIDENT

The President shall perform the duties, which usually devolve upon the Chief Executive Officer: He/she shall:

- a. Be an ex-officio member of all committees except the Nominating and Election Committee.
- b. Appoint the Parliamentarian, whose purpose shall be to assist the President in the Interpretation of the newly Revised Edition of Robert's Rules of Order. The Parliamentarian shall be an ex-officio member of the Executive Branch.
- c. Preside at all meetings of the Executive Branch.
- d. Except as otherwise provided by these by-laws, recommend to the Legislature the appointment of the Chairpersons and members of committees.
- e. Be empowered to establish such bodies subsidiary to him/her as he/she shall deem necessary and proper to aid him/her in the performance of his/her duties; issue orders to the Standing Committees and to require written reports from them; to call and preside at meetings of the student body; to sign purchase requests and travel forms; to develop a budget for transmission to the Finance Committee; to make periodic State-of-the-Campus addresses to the student body; to address the Student Senate from time-to-time, provided he/she notify the Speaker of the Senate of his/her intention in advance; to make recommendations from time-to-time to the Student Senate, to enforce/administer laws enacted by the Student Senate. He/she shall be the official representative of the Student Body of North Carolina Agricultural and Technical State University, in dealings with the students of other universities, in dealing with the faculty and administration, and other matters regarding student representation. The Student Government President shall present a State-of-the-Campus address to the Senate at its first session each semester.
- f. Be a member of the Board of Trustees (ex-officio), and other university-wide committees to which he/she is appointed.
- g. Be Chairperson and member of the Executive Branch.
- h. Maintain established office hours, attend key home sporting events and classics, be available upon request by special events as coordinated by the advisor, be available to speak to campus and community groups when the request arises, and must familiarize themselves with basic university policies and procedures and be knowledgeable of the history of the university including the Alma Mater.
- i. Help in the implementation of programs and activities: African-American History Month, Homecoming, Aggie Fest, etc.
- j. Hold a student full body meeting each month during the school year except during the last week of both semesters.
- k. Be a member of the executive branch.

VICE PRESIDENT OF INTERNAL AFFAIRS:The Vice President shall:

- a. Assist the President and shall be elected by and from the student body at large.
- b. Perform the duties of the President in the event of his/her absence or incapacity. He/she shall succeed to the Presidency should the office become vacant, in which event the Vice-Presidency shall remain vacant pending an election. The Student Senate shall provide for filling of the Office of President should a president who has succeeded to that office from the Vice Presidency also vacate the office of President.
- c. Be speaker of the Student Senate and shall serve as a non-voting, ex-officio member of all Senatorial Committees, except the Nominating and Elections Committee shall administer the oath of office of the Senators, and shall receive resignations of Senators no longer able to meet requirements.
- d. Direct these officers, as necessary, to carry out the duties and responsibilities of their offices.
- e. Forward all legislative acts to the President of the Student Government Association within three (3) days of their passage.
- f. Be a member of the Executive Branch, maintain established office hours, attend key home sporting events and classics, be available upon request by special events as coordinated by the advisor, be available to speak to campus and community groups when the request arises, and must familiarize themselves with basic university policies and procedures and be knowledgeable of the history of the university including the Alma Mater.
- g. Help in the implementation of programs and activities: African-American History Month, Homecoming, Aggie Fest, etc.
- h. Be a member of the executive branch.
- i. Be a member of the executive branch.

VICE PRESIDENT OF EXTERNAL AFFAIRS - The Vice President of External Affairs shall:

- a. Assist the President and shall be elected by and from the student body at large.
- b. Be responsible for public relations of the Student Government Association.
- c. Work with campus and community organizations in an effort to get the students involved in community affairs.
- d. Be responsible for directing and/or assisting in all research projects initiated by the Student Government Association.
- e. Be responsible for corresponding with all national, state and local organizations in which the Student Government Association has membership.
- f. Maintain established office hours, attend key home sporting events and classics, be available upon request by special events as coordinated by the advisor, be available to speak to campus and community groups when the request arises, and must familiarize themselves with basic university policies and procedures and be knowledgeable of the history of the university including the Alma Mater.
- g. Be a member of the executive branch.

SECRETARY - The Secretary shall:

- a. Be responsible for clerical duties and general office management. Shall take minutes at all Student Government meetings and disseminate it to interested individuals, upon request.
- b. Be a member of the Executive Branch.
- c. Maintain established office hours.
- d. Help in the implementation of programs and activities: African-American History Month, Homecoming, Aggie Fest, etc.
- e. Maintain established office hours, attend key home sporting events and classics, be available upon request by special events as coordinated by the advisor, be available to speak to campus and community groups when the request arises, and must familiarize themselves with basic university policies and procedures and be knowledgeable of the history of the university including the Alma Mater.
- f. Be a member of the executive branch.

TREASURER - The Student Government Association Treasurer shall:

- a. In conjunction with the Student Government Association President, distribute all monies appropriated by the Student Senate.
- b. Maintain up-to-date and accurate accounting of monies, which should be available for review upon request of the Finance Committee.
- c. Sign all purchase requisitions, travel forms and other documents pertaining to finance.
- d. Help in the implementation of programs and activities: African-American History Month, Homecoming and Aggie Fest.
- e. Serve as an ex-officio member of the Finance Committee of the Student Senate and must attend all scheduled Finance Committee meetings.
- f. Make monthly written reports to the Student Government Association on the financial transactions of his/her office, showing the amount expended and the amount on hand with supporting evidence of Student Government Association authorization.
- g. Maintain established office hours, attend key home sporting events and classics, be available upon request by special events as coordinated by the advisor, be available to speak to campus and community groups when the request arises, and must familiarize themselves with basic university policies and procedures and be knowledgeable of the history of the university including the Alma Mater.

h. Be a member of the executive branch.

ATTORNEY GENERAL - The Attorney General shall assist and represent the President in the performance of his/her duties as defined by the President. He/she also investigates, gathers evidence and prosecutes any offenders of the Student Government Constitution of North Carolina Agricultural and Technical State University. Offenders include individuals, groups, or organizations under the auspices of the Student Government Constitution.

- a. The Attorney General shall be the prosecutor of alleged infractions of residence hall regulations and shall receive said information from the Dean of Students.
- b. Receive charges against an accused student at every level of the student court system; act as prosecutor in all cases before any student courts.
- c. Upon receipt of information pertaining to alleged infractions, the Office of the Dean of Students issues a summons to be served on the accused student within 30 days of a reported violation and will conduct additional investigation, if necessary, and make formal charges against the accused student in the proper court.
- d. Notification of pending cases shall be made in writing by the Attorney General to the Office of the Vice Chancellor for Student Affairs/Dean of Students. Written notification of the decision on the case shall be given to the Dean of Students and the Vice Chancellor for Student Affairs upon termination of a case.
- e. Request any student with knowledge of or evidence in a case to serve as a material witness and/or submit evidence in a case. Failure to comply with the request of the Attorney General can result in the student appearing before the appropriate student court.
- f. Upon his/her discretion and consent of accused students, may hear simultaneously cases involving two (2) or more students.
- g. Receive all appeals of cases in writing within seven (7) calendar days of notification of decision excluding weekends, holidays, and/or University Observances.
- h. The Attorney General must hold a session to educate students of the judicial process and their rights and responsibilities.
- i. Maintain established office hours, attend key home sporting events and classics, be available upon request by special events as coordinated by the advisor, be available to speak to campus and community groups when the request arises, and must familiarize themselves with basic university policies and procedures and be knowledgeable of the history of the university including the Alma Mater.
- j. Be a member of the executive branch.

MISS A&T - Miss A&T shall:

- a. Must serve as the official female representative of the student body.
- b. Must familiarize herself with basic University policies and procedures and be knowledgeable of the history of the University including the Alma Mater and the history of Miss A&T.
- c. Must be flexible to speak to campus and community groups when the request arises.
- d. Must make preparation for speeches and pageant competitions available in advance for advisor review.
- e. Must attend key home sporting events and classics
- f. Miss A&T and her advisory council reserve the right to conduct the Coronation planning and execution as deemed necessary. Must communicate Coronation plans and budget progress to the Executive Board of the Student Government Association at all Executive Board Meetings leading up to Coronation.
- g. Must provide a written and accurate itemized report of expenses i.e. receipts and/or travel reimbursement reports for Coronation, pageants, classics, and other mandated University events, which are funded by the Student Government Association to the Executive Board.
- h. Must be available upon request by special events as coordinated by the advisor
- i. Should delegate to Class Queens, who are elected by the Student Body, to serve as meeting representatives in Miss A&T's absence.
- j. Must be accessible to the following University Committees that include but are not limited to the Founder's Day, Lyceum, University Observance, Honor's Convocation and Homecoming Committees.
- k. The reigning Miss A&T shall be the mistress of ceremony for the Miss A&T Forum.
- l. Be a member of the executive branch.

Section 3

CLASS OFFICERS - QUALIFICATIONS. A student to be eligible for an office of the Freshman Class (President, Vice President, Miss Freshman, Secretary, and Treasurer) must be classified as a freshman before and during his/her term, must be duly registered at North Carolina Agricultural & Technical State University and must not have been convicted for violations of University regulations. He/She shall serve for one year beginning at midnight on Student Government Association inaugural dates. b. A student, to be eligible for an office of the Sophomore Class (President, Vice President, Miss Sophomore, Secretary, Treasurer), must have completed thirty semester hours at the end of the Spring Semester, must have cumulative scholastic average of 2.5 or better, and must not have been convicted for violations of University regulations. He/She shall serve for one year beginning at midnight on Student Government Association inaugural dates. c. A student, to be eligible for an office of the Junior Class (President, Vice President, Miss Junior, Secretary, Treasurer), must have cumulative scholastic average of 2.5, must be duly registered at North Carolina Agricultural & Technical State University, and must not have been convicted for violations of University regulations. At least 60 semester hours must be completed at the end of the Spring Semester. He/She shall serve for one year beginning at midnight on Student Government Association inaugural dates. d. A student, to be eligible for an office of the Senior Class (President, Vice President, Miss Senior, Secretary, Treasurer), must be a rising senior having completed 90 semester hours at the end of the Spring Semester, must have cumulative scholastic average of 2.5, must be duly registered at North Carolina Agricultural & Technical State University, and must not have been convicted for violations of University regulations. He/she shall serve for one year beginning at midnight on Student Government Association inaugural dates.

Section 4

CLASS OFFICERS - DUTIES AND RESPONSIBILITIES CLASS PRESIDENT (Senior, Junior, Sophomore, and Freshman) Duties and Responsibilities

The Class President Shall:

- a. Be elected by the student body of his/her Class.
- b. President at all meetings of the Class and Class Officers.
- c. Be the official representative of the Class in dealings with the faculty, administration, and other matters regarding class representation.
- d. Implement programs and activities of interest to the Class and shall submit a schedule of events to Class Advisor no later than the 3rd week of each semester except the Freshman Class who shall submit no later the last week of September.
- e. Must hold at least one meeting per month for Class and give at least 72 hours notice.
- f. Must be a member of the Class Officers Association (Senior Class President must serve as Chairperson of the Class Officers Association)
- g. Must serve as ex-officio member of the SGA Executive Branch.
- h. Must attend meetings of the Class Officers Association.

CLASS VICE PRESIDENT (Senior, Junior, Sophomore, and Freshman)

The Class Vice President shall:

- a. Assist the Class President and shall be elected by the student body of his/her Class.
- b. Perform the duties of the Class President in the event of his/her absence or incapacity. He/She shall succeed to the Class President in the event of his/her absence or incapacity. He/She shall succeed to the Class Presidency should the office become vacant, in which event, the Class Vice-Presidency shall remain vacant pending an election.
- c. Help in the implementation of programs and activities.
- d. Must be a member of the Class Officers Association.

Must attend meetings of the Class Officers Association.

CLASS SECRETARY (Senior, Junior, Sophomore, and Freshman)

The Class Secretary Shall:

- a. Assist the Class President and shall be elected by the student body of his/her Class.
- b. Be responsible for clerical duties of the class and shall take minutes at all of Class and Class Officers Meeting.

- c. Submit all minutes of meeting to Class Advisors within 36 hours.
- d. Help in the implementation of programs and activities.
- e. Must be a member of the Class Officers Association.
- f. Must attend meetings of the Class Officers Association.
- g. Secretary of Class Officers Association shall be appointed by the Class Officers Association Chairperson.

CLASS TREASURER (Senior, Junior, Sophomore, and Freshman)

The Class Secretary Shall:

- a. Assist the Class President and be elected by the student body of his/her Class.
- b. Maintain up-to-date and accurate accounting of monies, which should be available for review upon request.
- c. Be responsible for the implementation of all fundraising activities as approved by the University.
- d. Sign all purchase requisitions, travel forms, and documents pertaining to finance.
- e. Make monthly written reports to the Class on the financial transactions of his/her office showing the amount expended and the amount on hand with supporting evidence of Class authorization.
- f. Submit financial report to SGA Treasurer or Financial Committee.
- g. Help in the implementation of programs and activities.
- h. Must be a member of the Class Officers Association.
- i. Must attend meetings of the Class Officers Association.

CLASS QUEEN (Senior, Junior, Sophomore, and Freshman)

The Class Queen shall:

- a. Assist the Class President and be elected by the student body of his/her Class.
- b. Be the official female representative of the Class.
- c. Be responsible for the implementation of Class community service project.
- d. Help in the implementation of programs and activities.
- e. Participate in all activities and special events in which Miss A&T or the Class deems necessary.
- f. Be available upon request to serve as meeting representative in the absence of Miss A&T.
- g. Must be a member of the Class Officers Association.
- h. Must attend meetings of the Class Officers Association.

Section 5

CLASS OFFICERS ASSOCIATION (COA)

The Class Officers Association will serve as the governing body of Senior, Junior, Sophomore, and Freshman Class Officers.

It shall be the purpose of this association to:

- a. Promote unity, political interest, awareness, and school spirit within the Class.
- b. Provide opportunity for student participation in the decisions, which affect the Class.
- c. Aid in the development of self-direction for students.
- d. Serve as a liaison between the Student Government and the Class body.

The Class Officers Association shall be the official council to act in the common interest of the Class Officers.

Membership in the Class Officers Association shall be all student elected Class Officers of Freshman, Sophomore, Junior, and Senior Class and shall be subject to the Student Government Association Constitution.

Class Officers Association meetings must be held at least once per month.

Unseating of Class Officers Association Chairperson shall require a 3/4 vote of the Class Officers Association membership. The Class Officers Association Chairperson shall succeed to the Junior Class President and to the other class president's respectively.

Section 6

THE FACULTY ADVISOR -

- a. The Faculty advisor(s), primary and financial, who shall be appointed by the Vice Chancellor for Student Affairs upon recommendations of the Student Government Association, shall serve in an advisory capacity to the Student Government Association. The primary advisor shall consider for approval all recommendations from the Student Government Association to the Vice Chancellor for Student Affairs. The financial advisor shall be responsible for all monies handled by the Student Government Association including receipts and travel advances. The Primary Advisor shall advise the three branches of the Student Government Association.

**ARTICLE VII
MEETINGS**

SECTION 1. The Student Government Executive Branch shall hold a minimum of one scheduled meeting every two weeks beginning with first week of September and such other meetings as deemed necessary. At least twenty-four (24) hours' notification shall be given for all meetings. Copies of minutes of all meetings and all actions taken by major bodies or committees shall be forwarded to the Vice

Chancellor for Student Affairs.**SECTION 2. QUORUM.** A quorum of the Executive Committee shall consist of at least half of the Board.

SECTION 3. VOTING. Unless otherwise designated in the Constitution or ordered by the association, a favorable vote shall be a plurality.

**ARTICLE VIII
IMPEACHMENT OF OFFICERS AND OTHERS**

SECTION 1. IMPEACHMENT AND RESTORATION OF PRIVILEGES. Any member of the Executive, Legislative or Judicial Branch who is found guilty of violating the Constitution of the Student Government Association or the University Standard of Conduct or established procedures or is guilty of constantly neglecting or failing to discharge his/her duties may be removed from office by 2/3 Senate vote after findings have been presented by a committee composed of three members of the Senate and none from any other branches. The Senate shall appoint the committee.

**ARTICLE IX
LEGISLATIVE BRANCH
THE STUDENT SENATE**

SECTION 1. PURPOSE. The Student Senate shall be the legislative branch of the Student Government Association and shall be the law-making body of representatives elected by the student body.

SECTION 2. OFFICERS. The officers of the Student Senate shall be the Speaker Pro Tempore, the Clerk, Sergeant-at-Arms and Parliamentarian. The Speaker Pro Tempore, the Clerk and Sergeant-at-Arms shall be elected by the Senate from among its members for a one-year term with eligibility to run for re-election for a second term. The Speaker shall appoint the Parliamentarian from among the Senate members. All officers of the Senate shall be elected by a majority vote of the Senate at the first regular session; they shall serve until their successors shall have been elected.

a. The Student Government Association Vice President for Internal Affairs shall be Speaker of the Student Senate and shall preside at Senate sessions and have general supervision of the Senate. The speaker shall not be considered a member of the Senate, shall proceed with the business of the Senate according to the rules adopted, shall announce the results of all votes taken and shall refer all bills to the proper Senate committee before sending them to the President for his/her signatures. He/she shall appoint the members of all Senate standing committees and the Chairperson and members of all special Senate committees unless otherwise provided, and shall serve as a non-voting ex-officio member of all senatorial committees; he/she may order roll attendance; may call upon any Senator to perform the duties of the chair for single session or less and may require written reports from the officers of the Senate and from committee chairpersons.

b. The Speaker Pro-tempore shall perform the duties of the Speaker in the event of the Speaker's absence or incapacity.

c. The Clerk shall record all Senate proceedings including roll call and be responsible for the records and correspondence of the Senate.

d. The Sergeant-at-Arms shall assist the Speaker in preserving appropriate order during Senate sessions.

e. The Parliamentarian, upon request by the Speaker, shall assist the Speaker in the interpretation of the Student Government Association Constitution and ROBERT'S RULES OF ORDER, NEWLY REVISED. The senate Parliamentarian shall be an ex-officio member of the Rules Committee.

SECTION 3. MEMBERSHIP. The Student Senate shall be comprised of forty-eight (48) members, who shall be elected at the General Elections held in the spring of the school year on the fourth Wednesday in March. The members of the Student Senate shall be apportioned among the male and female students based upon membership in their respective school or college; each district (School/College) shall have a minimum of three (3) Senators and thereafter, additional Senators will be based on the percent in each district respective to the student population. The formula is $3 + (\% / 24)$. The percentage is derived by dividing the number of students in each district (School/College) by the total student population.

- District No. School/College
- 1 College of Arts & Science
- 2 School of Business and Economics
- 3 School of Education
- 4 College of Engineering
- 5 School of Technology
- 6 School of Agriculture and Environment Sciences
- 7 School of Nursing
- 8 School of Graduate Studies

Explanation:

Student Numbers for Fall 2003 (including graduate students):

- College of Arts and Sciences: 2,307
- College of Engineering: 1,699
- School of Business and Economics: 1,415
- School of Technology: 1,096
- School of Education: 852
- School of Agriculture: 672
- School of Nursing: 480
- School of Graduate Studies: 1509

The formula is $3 + (\% / 24)$

Explanation:

3 is the minimum amount of Senators that each section will have regardless of percentages. The approximate number of Senators is 48. Once each school receives 3 Senators the remaining number of positions left is 24.

This is how to reach the %:

With the numbers given for Fall 2003, there are a total number of 10,030 students attending A&T. In order to get the percentages, divide each section's number of students by the total number of students, which is 10,030.

- College of Arts and Sciences: .23
- College of Engineering: .17
- School of Business and Economics: .14
- School of Technology: .11
- Undecided (Center for Student Success): .13
- School of Education: .08
- School of Agriculture: .06
- School of Nursing: .05
- School of Graduate Studies: .15

Plug each decimal into the formula then the number of Senators for each section will be defined.

- College of Arts & Sciences $3 + (\% / 24)$ 8.52=9 Senators
- College of Engineering $3 + (\% / 24)$ 7.08=7 Senators
- School of Business and Economics $3 + (\% / 24)$ 6.36=7 Senators
- School of Technology $3 + (\% / 24)$ 5.64=6 Senators
- School of Education $3 + (\% / 24)$ 4.92=5 Senators
- School of Agriculture $3 + (\% / 24)$ 4.44=4 Senators
- School of Nursing $3 + (\% / 24)$ 4.2=4 Senators
- School of Graduate Studies $3 + (\% / 24)$ =6 Senators

SECTION 4. QUALIFICATIONS. Every student Senator, during the fall and spring semesters of his/her term shall be in good standing at the University, a resident of the district, which he/she represents and

shall have a cumulative average of 2.5 or above.

SECTION 5. TERM OF OFFICE. The term of office for a Senator shall be one academic year, beginning and ending at midnight of Student Government Association inaugural dates. A Senator shall be eligible to stand for re-election to a second one-year term. No Senator shall serve more than two one-year terms. In case of an unexpired term of a Senator, the vacancy shall be filled by Senate election. Voluntary resignations of Senators shall be delivered in writing to the Speaker (Vice President for Internal Affairs).

In a petition citing a Senator for non-performance of duty, the Speaker (Vice President for Internal Affairs) shall immediately appoint a special committee of five (5) Senators, not more than one (1) of which shall have signed the petition, to hear witnesses in closed hearings, and to present no later two (2) regular sessions from its appointment, a motion to unseat the Senator citing the alleged offense of the Senator, together with a report of the Committee's findings. The Speaker (Vice President for Internal Affairs) shall declare a vacancy to be filled by the fall semester election. Afterward the vacancy will be filled by Senate election.

SECTION 6. RESIGNATION. A Senator shall be considered to have resigned from the Senate immediately upon becoming ineligible to be a member of the Senate under provisions of the Constitution and he/she may resign at any time for due cause.

SECTION 7. POWERS. The Student Senate shall have powers to appropriate funds:

- a. To all agencies of the Student Government Association.
- b. To such extra-curricular activities as it shall deem compatible with the general welfare of the student body, provided that all funds appropriated for use but not expended during the current academic year shall revert to the Student Government Association fund balance. The Student Senate shall also have power:
- c. To approve or reject all appointments made by the President of the Student Government Association by a majority vote, except where otherwise designated. The Student Senate may specify such minor appointments, as it shall deem proper, which shall not require approval.
- d. To establish procedures for the execution of its business.
- e. To make laws governing student government elections.
- f. To require reports from the standing committees and from all organizations receiving appropriations from the Senate.

SECTION 8. SEATING.

a. The Senate shall be the judge of the election returns, and qualifications of its members; a two-thirds vote of the Senate shall have power to refuse to seat a Senator.

b. The Speaker shall administer the following oath to each Senator:

I, (name), do solemnly promise to fulfill the duties to which I am obligated, as a duly elected (appointed) senator. I promise to uphold the Constitution of the North Carolina Agricultural and Technical State University Student Government Association to the best of my ability. I will accurately represent the students of my district, and will ensure the students of my district are informed of the current happenings of our Student Government Association. I will commit myself to attend regularly scheduled senate sessions and committee meetings as I do my part to contribute to the ___th (st) Legislative Assembly.

SECTION 9. ATTENDANCE. Full and prompt attendance to regular and special sessions both of Senate and its committees shall be required of each Senator, except that each Senator shall be permitted one (1) unexcused absence and three (3) excused absences or a total of four (4) absences from Senate sessions during each school year. To obtain excused status for an absence, the absent senator must submit written correspondence explaining why he/she could not attend the meeting, no later than 30 minutes immediately following the session. Each Senator shall be permitted a total of two (2) absences from standing committee meetings during each school year. Any member of a committee must also turn in a letter within 24 hours following the committee meeting to the committee chairperson or designee explaining his/her absence from the meeting. If a member fails to adhere to this attendance clause, please refer to Article IX, Section 15 for consequences.

SECTION 10. REGULAR SESSIONS. The Senate shall meet the second and fourth Wednesday of each month during the school year except during the first week of the fall semester and last two (2) weeks of both semesters, and any session, which falls during recesses.

SECTION 11. SPECIAL SESSIONS. The Speaker shall call special sessions of the Senate when he/she deems it necessary, or upon receipt of a petition signed by fifteen (15) Senators. Due notice of a special session shall consist of notification in person or by mail or messenger service, such oral or written notice to be delivered at least twenty-four (24) hours before the special session is to commence, or of announcement by the Speaker at a regular or special session.

SECTION 12. LENGTH OF SESSION. Any regular or special session of the Student Senate should move directly to the introduction of new business and announcements no later than an hour and a half after the session convenes and terminate not more than three (3) hours from starting time.

SECTION 13. ATTENDANCE AT SESSIONS IMMEDIATELY FOLLOWING SPRING ELECTION.

- a. The Senate shall meet in one (1) assembly per calendar year starting with the spring semester and continuing through the spring semester of the ensuing school year. Assemblies shall be numbered consecutively with the first legislature organized in 1968 being designated as the First Legislative Assembly.
- b. All incoming Senators shall also be required to attend the session immediately following their election.
- c. The Clerk shall, in writing certify to the Chairperson of the Rules Committee at the adjournment of each session that a Senator was absent, if the Senator did not answer to every roll call, and if the Senator failed to present himself/herself to the Clerk to be counted present within.
- d. The Chairperson of the Rules Committee shall in writing certify to the Clerk that an absence of a Senator has been excused, if the absent Senator presents a written excuse to the Chairperson of the Rules Committee no later than 30 minutes following the session at which the Senator was absent.
- e. An absence shall be presumed to be unexcused unless the Rules Committee accepts an excuse for the absence.

SECTION 14. QUORUM. A quorum shall consist of a majority of the Senators.

SECTION 15. UNSEATING. If the Rules Committee determines that a Senator has accumulated two (2) unexcused or a total of five (5) absences from sessions of the Senate, the Chairperson of the Rules Committee shall require him/her to be present at the next Rules Committee meeting. If the Senator cannot point out a mistake in the consideration of his/her absences, he/she shall automatically be unseated at the end of the next Senate session, unless the Senate sustains his/her appeal, which may be made at that meeting. If the Rules Committee determines that a Senator has accumulated a total of three (3) absences from meetings of a standing committee at the end of the next Senate Session, he/she shall be unseated at the conclusion of that session, unless the Senate sustains his/her appeal, which may be made at that meeting.

SECTION 16. ORDER OF BUSINESS. The following shall constitute the order of business of the Senate:

- a. Call to order
- b. Roll call
- c. Reading of minutes
- d. Receipt of petitions, memorials, messages, and papers
- e. Reports of standing committees
- f. Reports of special committees
- g. Unfinished business
- h. New business
- i. Announcements of committee meetings for following week
- j. Adjournment

SECTION 17. VOTING

- a. All voting shall be by voice except where otherwise provided. The use of secret ballot shall be prohibited in the Student Senate.
- b. Upon call for a division of the Senate, the Speaker shall call for the ayes and nays to stand and shall announce the number of votes cast for and against the motion.
- c. An unopposed candidate for a Senate office or a committee chairmanship may be declared elected if no dissenting vote is heard to a motion to accept him/her by acclamation.

SECTION 18. RULES OF ORDER.

- a. The official rules, handbook or guide of the Senate shall be ROBERT'S RULES OF ORDER, NEWLY REVISED, and each succeeding revision, provided that it is not in conflict with the Constitution of North Carolina Agricultural and Technical State University Student Government Association.
- b. By a majority vote, the Senate may extend the privileges of the floor to a speaker or to any other person.

SECTION 19. INTRODUCTION OF BILLS.

- a) All bills shall be typed and introduced in duplicate, one (1) copy to the Speaker, and one (1) copy to the Clerk. All provisions following the enacting or resolving clause shall be double-spaced, each line being numbered.

SECTION 20. CONSIDERATION OF BILLS.

- a. The Speaker shall refer each bill to an appropriate standing committee, following its introduction.
- b. Money bills in the amounts of more than 500 dollars must be presented to the Senate for approval.
- c. Bills that originate in standing committees may be considered at the session at which they are reported, provided that they have been prepared and made available to the Senators at least twenty-four (24) hours before the beginning of the session at which they are to be considered.
- d. A simple majority of the Senators voting, if a quorum is present, shall enact bills into law. However, amendments to the Constitution of the North Carolina Agricultural and Technical State University Student Government Association and the by-laws of the Student Senate must receive a two-thirds (2/3) vote of the Senators present.
- e. A two-thirds (2/3) vote of the Senators voting, if a quorum is present, shall have the power to enact a bill into law over a presidential veto as provided for in the Constitution.

SECTION 21. DISTRIBUTION OF BILLS. The Clerk, upon receipt of legislation, resolutions, or proposals from the Chairperson of the Rules and Regulations Committee, shall notify the following persons via mail, email, facsimile, or any other form of written correspondence within 24 hours before the session at which the bill is to be considered, except bills which originate in standing committees: the Senators, the President, the Vice President for Internal Affairs and the Attorney General of the Student Body and other organizations and/or individuals may be affected by the bill.

SECTION 22. PRESIDENTIAL APPOINTMENTS. All appointments to Executive and Judicial offices made by the President of the Student Government Association shall be ratified by a majority of the Senators voting except where otherwise designated.

SECTION 23. REVIEW. The student body shall have the power to call for a ballot on any act of the Student Senate provided a petition calling for the ballot and specifying in writing the proposed action shall be signed by ten per cent (10%) of the Student Government Association. The Student Government Association President shall, if he/she determines the petition to be in good order and within the limitations of this Constitution, direct the Elections Committee to conduct an election on the bill not less than six (6) or more than fifteen (15) days after he/she shall receive the petition. Public notice of such election shall be given no less than four (4) days before it shall take place. A majority of the votes cast at the election shall be sufficient to pass the bill.

SECTION 24. Copies of Minutes of all Senate Sessions and Committee meetings and all action taken and/or all bills introduced or passed shall be forwarded to the Vice-Chancellor for Student Affairs within 36 hours after meetings terminate.

SENATE COMMITTEES

SECTION 25. STANDING COMMITTEES. The standing committees of the Senate shall be the Finance Committee, Judicial and Review Committee, Rules Committee, Ways and Means Committee, Campus Life Committee, Academic Affairs Committee and the Unification Committee (Note: the Unification Committee shall be a seasonal committee per fulfillment of its goal).

SECTION 26. ADHOC Committees may be formed as needed to serve temporary functions.

SECTION 27. All committee members shall serve for one academic year.

SECTION 28. The full Senate shall elect the members of all Senate Committees. **SECTION 29.** The chairpersons of all committees, except Nominating and Finance shall be elected from among the membership of the respective committees.

SECTION 30.

a. The chairpersons of all standing committees shall submit a written report to the Student Government Association annually. Chairpersons of the special committees shall submit a written report upon completion of the activity.

b. It shall be the duty of each committee chairperson to call committee meetings, to procure copies of bills referred to the committee no later than the second regular session before the meetings at the legislative sessions before the meeting, to report absences from committee sessions to the Chairperson of the Rules Committee, and to submit at the last regular session of the Senate a written report of his/her committee's actions.

SECTION 31. COMMITTEE MEETINGS.

a. Notice of a committee meeting may consist of the establishment and announcement of a regular time and place of meeting. It must be given by messenger service, mail or orally twenty-four (24) hours before the meeting is to be held. All notices shall state the day, hour and place of meeting.

b. A quorum shall consist of a majority of the Senators who comprise the committee.

SECTION 32. POWER AND DUTIES OF STANDING COMMITTEES. The standing committees shall have the power to consider legislation referred to them or legislation by them in their special areas of concern. Whenever they deem proper, unless the Student Senate by a suspension of the rules or by a discharge petition signed by a majority of the Student Senate and presented to the Speaker of the Senate before the sessions begin, shall take a bill from committees before it is reported.

SECTION 33. THE FINANCE COMMITTEE OF THE STUDENT SENATE. The full Senate shall elect the chairperson of the Finance Committee. The duties of the Finance Committee shall include:

a. Consideration and/or development of all bills that pertain to financial matters.

b. Develop and report the proposed annual budget to the Student Senate for approval.

SECTION 34. THE JUDICIAL COMMITTEE. It shall be the duty of the Judicial Committee to consider and review bills that pertain to the judicial and electoral systems. It shall also review the positions of the executive board of the Student Government Association and Senate to ensure that all duties are being fulfilled properly.

SECTION 35. THE RULES COMMITTEE. It shall be the duty of the Rules Committee to consider and report all bills pertaining to the Constitution of the Student Senate; to originate amendments to the Constitution of the Student Senate; to prepare and administer a test on parliamentary procedures to all new Senators and assist them to pass within two (2) weeks of their official seating; to review absences of Student Senate or from committee meetings; to correct and approve the minutes of each meeting of the Student Senate within two (2) weeks. The Clerk of the Student Senate shall submit a copy of minutes of the committee at the next committee meeting of the Student Senate.

SECTION 36. THE WAYS AND MEANS COMMITTEE. It shall be the duty of the Ways and Means Committee to consider and report all bills that do not pertain to matters for which specific standing and special committees have been established, and to originate or amend such bills falling within its jurisdiction as it may desire. All reports to the Senate by individuals and Student government committees shall be submitted to the Ways and Means Committee to see that these reports are received, reported to the Senate and where appropriate, conveyed to other standing committees.

SECTION 37. CAMPUS LIFE COMMITTEE. It shall be the duty of the Campus Life Committee to ensure that the concept of University Community is realized, it shall be the duty of the Campus Life committee to investigate and find plausible solutions for student concerns pertaining but not limited to food services, residence life, and safety.

SECTION 38. ACADEMIC AFFAIRS COMMITTEE. It shall be the duty of the Academic Affairs Committee to meet with their Dean's respectively, to investigate student concerns, to ensure that their peers are receiving the superior education by expressing effective communication between members of the University Community. It shall be the duty of the Academic Affairs Committee to meet with faculty to ensure that the environment of the classroom as well as the academic excellence of the University Community continues to grow.

SECTION 39. UNIFICATION COMMITTEE. It shall be titled the Unification Committee. It shall be the duty of the Unification committee to review the merger of Residence Hall Council, Student Government Association, Student Union Advisory Committee, Council of Presidents and the Pan Hellenic council. The Unification Committee shall ensure that no entity is treated unjustly. The Unification Committee shall investigate any related concerns to ensure the creation of an atmosphere of freedom and opportunities for students to participate in their development and to realize their potentialities.

SECTION 40. COMMITTEE SIZE . For efficiency each Committee shall exceed no more than five members except Academic Affairs and Campus Life. The Academic Committee has two representative from each district so that no person is over burdened. Since campus life encompasses so many departments it is critical to give them more members so that a lot of pressure is not on one individual.

Membership of Each Committee

Unification Committee 5
 Finance Committee 5
 Way and Means Committee 5
 Rules and Regulations Committee 5
 Judicial and Review Committee 5
 Campus Life Committee 9
 *Academic Affairs Committee 14
 *Two representatives from each district

ARTICLE X**PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of ROBERT'S RULES OF ORDER, NEWLY REVISED shall govern the Student Government Association in all cases to which they are applicable and in which they are not inconsistent with this Constitution and any special rules of order the Student Government Association may adopt.

ARTICLE XI**METHOD OF AMENDING THE CONSTITUTION AND ADMINISTRATIVE SANCTION**

SECTION 1. The Constitution can be amended at any regular meeting of the Senate by a two-thirds vote provided that the amendment has been submitted in writing no less than 24 hours before the meeting.

SECTION 2. All such action taken by the Senate must be presented for review and approval to the Vice Chancellor for Student Affairs who submits the action to the University Council, the Chancellor of the University, in that order.

ARTICLE XII**RATIFICATION**

SECTION 1. The Constitution shall become effective immediately after it have been approved by two-thirds of the duly elected senators and the Vice Chancellor for Student Affairs and transmitted to the Chancellor.

SECTION 2. The Constitution shall become effective immediately after it shall have been approved by two-thirds of the duly elected Senators, the VC for Student Affairs, the Chancellor, and the Board of Trustees in that order.

ARTICLE XIII**JUDICIAL BRANCH****SECTION 1. POWERS-STUDENT COURTS**

a) The Judicial power of the Student Government Association shall be vested in a Student Judiciary Council and a judicial system composed of a Student Supreme Court. These courts are supervised by the Attorney General. There shall be a Faculty Advisor appointed from the Office of the Dean of Students to serve the court in an advisory capacity at all Student Court hearings. The Student Court System shall encompass cases of student discipline within the residence halls. The Attorney General shall appoint a Clerk of the judicial system to record hearings and handle correspondence about the hearings. All hearings must be taped.

b) The Office of the Dean of Students shall make formal charges against an accused student.

c) The Attorney General or his/her agent shall act as a prosecutor in all cases before any student court.

SECTION 2. STUDENT JUDICIARY COUNCIL.

a. Membership

The Student Judiciary Council shall be composed of eleven (11) members elected by the student body. The Chairperson shall be the person receiving the highest number of votes. Quorum will consist of a majority of members present at the hearing.

b. Jurisdiction

The Student Judiciary Council shall have original jurisdiction in cases that involve student behavior, infractions of major social rules, and infractions of University regulations standards governing student conduct. These cases are limited to infractions within the residence halls.

c. Penalties

The Student Judiciary Council may recommend to the Vice Chancellor for Student Affairs/Dean of Students the imposition of penalties consisting of a warning, reprimand, probation, or suspension or any of the sanctions as listed in the Student Conduct Sanction of the Student Handbook.

d. Appeals

Any decision of the Student Judiciary Council may be appealed to the Student Supreme Court. Such appeal must be in writing, setting forth-specific areas of disagreement with the decision of the Student Judiciary Council and must be submitted within seven (7) calendar days of the announcement of the Student Judiciary Council excluding weekends, holidays, and University Observances. Reasons for appeal are limited to violation of due process or submission of new evidence.

SECTION 3. STUDENT SUPREME COURT.

a) Membership

The Student Supreme Court shall be composed of ten (10) members appointed by the President of the Student Government Association from a list of names of no less than fifteen (15) students submitted by the Senate. The President of the Student Government Association from its membership shall appoint the Chairperson of the Student Supreme Court.

b) Jurisdiction

The Student Supreme Court shall hear appeals from the Student Judiciary Council and it shall have the authority to rule on individual appeals from the Student Judiciary Council.

c) Appeals

Appeals from the decision of the Student Supreme Court may be made to the Vice Chancellor for Student Affairs/Dean of Students (see Sect. 2-d for timeline). The Student Supreme Court shall be the final arbiter of appeals made from the lower student court on the basis of procedural errors.

SECTION 4. MEETINGS - QUORUM.

The quorum for each student court at each of its meetings shall be one-half of the members of that court.

SECTION 5. MEETINGS - VOTING.

A two-thirds (2/3) vote of the court hearing the cases shall be required to convict an accused student. All other votes shall be by a simple majority, with the exception that a two-thirds (2/3) vote shall be required to recommend the suspension of a convicted student.

STUDENT TRIAL COURT PROCEDURE

The procedure herein specified shall be used in all hearings or courts of original jurisdiction in the student judicial system.

INFORMATION, INVESTIGATION, AND NOTIFICATION

SECTION 6. All information pertaining to alleged violations of residence hall regulations should be submitted by the residence hall staff to the Vice Chancellor for Student Affairs/Dean of Students who shall make this information available to the Attorney General.

SECTION 7. A summons shall be served by the Office of the Dean of Students to the accused student within thirty (30) days after report of the violation. Reasonable extensions of this time are permissible.

SECTION 8. The Office of the Dean of Students shall serve the summons. The summons must be served in person and requires a student signature of receipt. The summons shall specify (a) the nature of the offense, and (b) the time and place of the hearing. The summons shall be signed by the Dean of Students. The time and place must be reasonable in nature. The summons must be served at least five (5) days before the hearing.

SECTION 9. The Office of the Dean of Students shall inform the accused student in writing of (a) the charges against him/her and shall explain the particulars, (b) penalties involved, (c) his/her right to an assigned counsel or one of his/her own choosing, (d) his/her right to summoning of material witnesses and procurement of evidence, (e) his/her right to summon as many as three (3) character witnesses and have read on his/her behalf at the trial as many as three statements attesting to his/her character, (f) his/her right to request disqualification, for valid reasons, (g) his/her right to request a reasonable postponement of his/her trial, (h) his/her right to face his/her accuser upon request (if possible).

HEARING CONFERENCE

SECTION 10. An accused student may request in writing, no more than once, a postponement of his/her hearing due to extenuating circumstances. Extensions shall be granted at the discretion of the Attorney General, except that the Judiciary Council may, at the time of the hearing grant an extension if it deems one necessary.

SECTION 11. An accused student may waive any of his/her guaranteed rights provided that he/she does so in writing. (See section on Waiver of Rights to a Hearing).

SECTION 12. The Attorney General or his/her agent may ask questions relevant to the case to be heard in the Office of the Dean of Students

THE COURT

SECTION 13. The student courts shall be composed of the designated number of duly elected or appointed members including a chairperson.

SECTION 14. A two-thirds (2/3) vote of the court hearing the case shall be required to convict an accused student. All other votes shall be by simple majority, with the exception that a two-thirds (2/3) vote shall be required to suspend a convicted student.

PUBLIC HEARINGS

SECTION 15. The accused student has the right to a closed hearing at which persons not involved in the proceedings will not be allowed.

THE CONVENING

The chairperson shall call the court to order.

CHARGE, PLEA, POSTPONEMENT, AND TERMINATION

SECTION 16. The charge shall be stated by the chairperson of the court in the presence of the accused student shall (a) plead guilty, (b) plead not guilty, (c) enter an indefinite plea and make a subsequent explanation, (Indefinite Plea - A plea by which the allegations or wrongful conduct are neither admitted or denied. Such a plea is appropriate when the actions of the accused are technically within the ambit of the prescribed conduct but due to the circumstances then existing this conduct does not rise to the dignity of a breach contemplated herein. Several examples of circumstances, which could result in an indefinite plea, are emergencies, accidents, confusion, and lack of knowledge), (d) move for a postponement of the hearing.

SECTION 17. If the accused student enters an indefinite plea, he/she shall make a subsequent explanation of the reason for such action.

SECTION 18. The accused student may move to postpone the hearing on the following grounds:

- The accused student is not charged with a commission of a specific offense.
- The accused student has not been fully informed of the particulars of the charge and is unable to defend himself/herself.
- The preliminary conference was not granted or not properly conducted.
- Any other reason judged valid by the council having jurisdiction.

SECTION 19. The council having jurisdiction shall decide upon all issues, which arise from a motion to postponement of a hearing.

SECTION 20. Conditions a, b, and c in Section 18 above can be corrected by the Attorney General or his/her agent, and a new hearing may be scheduled.

CHANGE OF COUNCIL

SECTION 21. An accused student may apply for a change in the position of the court on the ground that a fair and impartial hearing cannot be had by reasons of the interest prejudice of a member(s) of the council. This request must be substantiated.

SECTION 22. The council shall act upon such applications.

SECTION 23. A court member may disqualify himself/herself from a trial on the grounds that a fair and impartial hearing cannot be had by reason of the interest or prejudice.

CONTINUANCE

The court upon application of the Attorney General or his/her agent, the accused student, or the Council on its own motion may grant a postponement of the hearing on grounds of absence of a material witness or material evidence, or other valid reasons affecting the ability of the court to proceed.

WITNESSES

SECTION 24. Before giving testimony each witness shall be required to recite the following:

I, (name), do solemnly swear or affirm that my testimony shall be accurate to the best of my knowledge as a responsible member of the North Carolina Agricultural and Technical State University or participant in this court.

SECTION 25. The accused student shall call witnesses to testify on his/her behalf after which the Attorney General or his/her agent shall call witnesses to testify for the University.

SECTION 26. Witnesses shall normally be heard in the following order: (a) character witnesses for the accused student, (b) material witnesses for the student body, (c) material witnesses for the accused student.

SECTION 27. Character witness may be called by the accused student to testify only to his/her character and reputation. Character statements shall serve the same purpose.

SECTION 28. Material witnesses may either be persons who possess direct knowledge of the case being heard or persons who have technical or other so-called expert information, which is relevant to the case being heard or to the accused student. The testimony of the material witness shall be limited to first-hand information, substantial opinions, and testimony relevant to the case being heard or to the accused student.

SECTION 29. Any witnesses may enter pieces of evidence. The council shall accept such evidence if it deals with first-hand information, substantial opinions, or relevant facts. Signed, sworn statements by witnesses unable to be present at the hearing shall be considered evidence. This secondary evidence will be allowed only in cases where mitigating circumstances prevent witnesses from appearing at the trial.

SECTION 30. Witnesses may be questioned by:

- The Attorney General and his/her agent.
- The accused student, and
- Any member of the Council.

SECTION 31. Any student with knowledge of the case is obligated to serve as a material witness upon the call of the Attorney General or his/her agent, or the accused student. Any student who possesses material, which either the Attorney General or his/her agent, or the accused student requests as evidence, is obligated to render it to the Council. The Attorney General may charge any student refusing to accept his/her responsibility as a North Carolina Agricultural and Technical State University student and bring the said student to the appropriate student court.

CONDUCT OF HEARINGS

SECTION 32. All matters involving student cases shall be closed. Brief summaries of these cases which shall be released by the chairperson of the council to the Office of the Dean of Students. A summary shall include no more than the nature of the offense, the verdict, and the sentence. However, the accused student may release information concerning the case on his/her discretion.

SECTION 33. Cases involving two (2) or more accused students maybe heard jointly upon the discretion of the Attorney General, except that the Council, at the time of the hearing, may decide against this procedure and hear the cases separately. The accused student must also consent to be heard with others, even if it is relating to the same incident.

SECTION 34. The Attorney General or his/her agent shall represent the student body in the trial and shall present all pertinent facts and evidence uncovered in his/her investigation of the case being heard.

SECTION 35. It is the court's responsibility to control all proceedings during the hearing and to limit the introduction of evidence and examinations of counsels to relevant and material matters.

SECTION 36. The accused student may remain in the council room during any period of testimony. Testimony shall include all council proceedings with the exception of council deliberations on the verdict and the sentence.

SECTION 37. The Clerk shall record all oral proceedings before the court, and shall place in the court records other pertinent evidence as directed by the court.

SECTION 38. All judicial hearings shall be conducted according to the following form:

- Introductions
- Reading of the regulatory statements that govern process and behavior during a hearing (see Student Handbook sections on "presence of advisor and observers at hearing" thru "decision").
- Reading of charge(s) and pleading thereto.
- Presentation of case by person bringing charges (complainant).

5. Presentation of case by student charged (accused).
 6. *Testimony of witness (es) for complainant.
 7. *Testimony of witness (es) for accused.
 8. Questions by members of hearing body to any participant of the hearing to include witnesses.
 9. Opportunity for final statement by complainant and accused.
- * The chairperson of the hearing retains the discretion to limit the number of witnesses.

COUNCIL DELIBERATIONS

SECTION 39. After hearing the testimony, the council room shall be cleared and the council shall be left alone.

SECTION 40. The council chairperson shall lead deliberations. The Council will determine the guilt or innocence of the accused based solely on the evidence presented at the hearing. A decision shall be reached on the basis of preponderance of evidence with the burden of proof on the person bringing the charges (the complainant)

SECTION 41. A two-thirds vote of the court hearing the case shall be required to convict an accused student. All other votes shall be by a simple majority, with the exception that a two-thirds vote shall be required to recommend suspension of a convicted student.

SECTION 42. The verdict may be:

- a. Guilty
- b. Not Guilty, or
- c. Guilty to a portion of the charge or a lesser charge.

SECTION 43. If the accused student is found guilty, the council shall deliberate upon the sanctions.

SECTION 44. Sanctions shall be imposed by a two-thirds vote.

PRESENTATION OF VERDICT AND PENALTY

SECTION 45. The Council shall submit in writing to the Office of the Dean of Students their findings and recommendations (see section 32). Within ten (10) calendar days of the date the decision is made, the Office of the Dean of Students will provide certified or hand-delivered written notification of the decision to the accused.

STUDENT CONDUCT

Statement of Purpose

As an academic community, North Carolina Agricultural and Technical State University has an interest in the safety, welfare and education of the members of this campus and in the promotion of an environment consistent with the educational mission, purpose and operation of the University.

Through orientation activities and student-faculty action, the University encourages and promotes organized student life. Additionally, individual and group counseling are made available through Counseling Services, the Student Health Center, Veterans and Disability Support Services, and Special Services.

Statement of Policy

Students voluntarily enter North Carolina Agricultural and Technical State University and are obligated to perform and behave in a manner relevant to the University's lawful mission, process and function.

These expectations of students in an academic community are higher than those expected of citizens in a non-academic community.

The process by which the University community educates students who violate the community standards of the **Student Conduct Regulations** is through disciplinary counseling and the imposition of sanctions, including the possible separation from the University. The goals of this educational process are as follows:

1. To educate the student by explaining the reasons for the community standard.
2. To bring the student's behavior into compliance with the community standard.
3. To have the student maturely accept accountability for his or her behavior.
4. To help clarify the student's values as they concern the behaviors in question.
5. To assist the student in making future choices that will enable him or her to assume later adult roles.
6. To help the student consider in advance the consequences of his or her behavior.
7. To determine with the student the reason(s) for the mis-conduct.
8. To protect the safety and welfare of the University community.

The procedures and processes given in the **Student Conduct Regulations** are not intended to be equivalent to the process of federal or state criminal law. Criminal processes and procedures are designed for circumstances unrelated to the academic mission of the University.

In exercising its disciplinary authority, the University is committed to the principle of equal treatment including a like sanction for a like violation without regard to race, color, sex, religion, national origin, age, handicap, marital status or veteran status.

It is the prerogative of the Vice Chancellor for Student Affairs and the Chancellor, to interpret and apply the provisions of the **Student Conduct Regulations**. In making decisions, the rights of the student and the needs of the University in accomplishing its educational goals and mission will be considered.

The provisions of the **Student Conduct Regulations** are contractual covenants between the University and the student. The University reserves the right to change procedures herein at any time within a student's term of enrollment. Such changes will be communicated to members of the University community through appropriate publications including current revisions made to the web version of the Student Handbook. Each student is responsible for maintaining current knowledge of disciplinary rules and regulations at all times.

The University has jurisdiction over all behavioral infractions that occur in University facilities on property owned, controlled or used by the University. It reserves the right to consider the behavior of students off campus when it is determined that the off-campus behavior interferes with the University and its educational mission. The Vice Chancellor for Student Affairs shall make this judgment on a case-by-case basis. He or she will determine when the University's educational interests are adversely affected.

Instances of student misconduct may or may not also constitute offenses against the larger community. The fact that a student is or has been prosecuted in civil court for a violation of law does not preclude University jurisdiction over the misconduct. Civil authorities are not precluded from taking action against students for on-campus violations of public laws.

University police officers are deputized by the State of North Carolina and have full enforcement and arrest powers of police officers. The University police officers are empowered to arrest students and other persons who violate state, local and/or campus laws while on the campus of North Carolina Agricultural and Technical State University.

There are two (2) formal processes that govern student conduct regulations – **Misconduct Prohibited by the University** and the **Academic Dishonesty Policy**. Ethical or professional standards may also be found in an academic department, school or college. All violations of misconduct prohibited by the university are reported to the office of the Vice Chancellor for Student Affairs who has the authority to delegate to certain persons and bodies of the University community for the purpose of implementing approved policies and procedures. See Section II for guidelines regarding violations of the Academic Dishonesty Policy. By action of the Board of Governors of the University of North Carolina, the Chancellor has the ultimate authority in the regulation of student conduct.

Student Rights and Responsibilities

Students at the University have certain rights and responsibilities. Included in this objective are guaranteed student rights but also the responsibility of students to be aware of the standards of appropriate behavior and the willingness to exercise the degree of order necessary to promote and preserve higher standards of a learning environment.

Students have the right to:

- Receive accurate and consistent information
- Maintain confidentiality of educational records pursuant to FERPA *
- Gain access despite any disabilities and fully participate in any chosen university student activity
- Seek counsel and advice
- Be respected, be heard, and receive courteous delivery of services
- Be afforded equality of opportunity and receive the best education
- Receive due process in all disciplinary procedures

* **Family Educational Rights and Privacy Act of 1974 (FERPA)**

Students have the responsibility to:

- Exercise sound judgment in their choices and assume the consequences of their own actions at all times
- Become acquainted with and fully comply with all university regulations and policies
- Conduct themselves with civility (respect and courtesy) toward all others at all times
- Share in the building and maintaining of a safe and sound campus community
- Maintain high academic, social, moral and civic character

I. Misconduct Prohibited by the University

The University reserves the right to examine misconduct and make a determination as to whether the misconduct is serious enough to warrant suspension or expulsion. To make this determination the following example guidelines are used:

- (A) Does the conduct present a danger to members of the University community?
- (B) Does the conduct violate community standards of behavior to the degree that it jeopardizes the integrity of the University?
- (C) Does the conduct interfere with the University's educational interests?
- (D) Does the conduct infringe upon the rights of others in pursuit of an education?

Violations that place the offender in peril of suspension or expulsion include, but are not limited to: Possession of a weapon on University property, assault or threats of violence, the commission of felonies, hazing, disruption of University sponsored activities, falsely reporting a fire or setting off a fire alarm, the sale, delivery or possession of illegal drugs, violating the terms of disciplinary probation and repeated violations of the rules and regulations of the University.

Prohibited Misconduct Includes: Any student engaging in behavior that interferes with the safety and well being of any members of the University and/or that interferes with the mission, purposes, functions and processes of the University will be subject to disciplinary action. The following examples of misconduct are inclusive but not limiting.

1. A first offense of possessing, or carrying, whether openly or concealed, any gun, rifle, pistol, dynamite cartridge, powerful explosive as defined in *N.C. General Statute 14-284.1*, bowie knife, dirk, dagger, leaded cane, switchblade knife, blackjack, metallic knuckles or any other weapon of like kind, not used solely for instructional or school sanctioned ceremonial purposes, on any property owned, used or operated by the University.
2. Possession of firearms, ammunition, explosives, fireworks, stun guns, or other dangerous weapons.
3. Threats of violence directed toward an individual or a group.
4. Sexual Assault, molestation or sexual battery - defined as forcing another individual to engage in a sexual act without consent or the capacity of consent.
5. Felonies - the commission of an act that is classified under North Carolina General Statutes as a felony.
6. Hazing, harassment, and/or intimidation - defined as the intentional commission of an act, by an individual or a group, of physically abusing or harassing another person or creating a situation which produces physical hurt or discomfort, severe emotional distress, embarrassment, or ridicule.
7. Obstruction or disruption of any University sponsored or co-sponsored athletic event, either on or off campus or at any other authorized University activity.
8. Obstruction, disruption, or interference with teaching, research, or the general operation of University business.
9. Falsely reporting the presence of an unlawful explosive or incendiary device.
10. Falsely reporting a fire or other emergency; falsely setting off a fire alarm.
11. The illegal manufacture, sale or delivery, or possession with the intent to manufacture, sell or deliver any controlled substance identified in *Schedule I, N.C. General Statutes 90-90 or Schedules III through VI, General Statutes 90-94*. These include but are not limited to heroin, mescaline, opium, cocaine, amphetamines, methaqualone, marijuana, and phenobarbital codeine.
12. Possession of any controlled substance identified in Schedules I through VI, General Statutes chapters 90-94, (including but not limited to marijuana, phenobarbital, codeine, etc.)
13. Use of marijuana and/or possession of marijuana paraphernalia.
14. Assault with a deadly weapon - defined as the intentional infliction of injury to another with the use of a weapon or dangerous object intentionally used as a weapon.
15. Assault and/or battery - defined as the use of physical force against another person that places the person in danger of or in apprehension of bodily harm.
16. Fighting
17. Any act of arson.
18. Lewd, indecent, or obscene conduct.
19. Trespassing - defined as the unlawful or unwarranted entrance to any University building or any University property or facilities.
20. Unauthorized use of University property or facilities.
21. Rioting, inciting to riot, assembling to riot, raiding, inciting to raid and assembling to raid University units.
22. Vandalism, malicious destruction, damage, misuse or abuse of public or private property, including library materials.
23. Forgery, alteration, or misuse of University documents, records or identification cards; furnishing false information to the University with intent to deceive or mislead.
24. Theft, larceny, shoplifting, embezzlement, or the unauthorized possession of the property of another.
25. Failure to comply with the official regulation or order of a duly designated authority, agency or agent of the University.
26. Knowingly furnishing false information to a judicial board or to a judicial hearing officer, or to any other University official.
27. Knowingly making in public a false oral statement with the intent to deceive and/or mislead or knowingly publishing and/or distributing a false written or printed statement with the intent to deceive and/or mislead.
28. Disorderly or disruptive conduct - defined as the intentional creation of a disturbance on University property or at University sponsored events including but not limited to fighting, committing a nuisance, endangering one's own physical well being, disrupting, disturbing, or interfering with the academic atmosphere of a living or learning environment or social activity.
29. Possession or misuse of alcoholic beverages or intoxicating liquors containing more than one-half of one percent (.05%) alcohol by volume by any student under the age of 21, or providing alcoholic beverages to any student under the age of 21 (*see also Policy on Alcohol Use*).
30. Excessive or disruptive noise, or the use of unapproved amplified sound that disrupts or disturbs the normal functioning of the University including residence life.
31. Unauthorized solicitation or unauthorized fund raising of any type.
32. Commission of an act or an attempt to commit an act, at the University that would be in violation of the General Statutes of the State of North Carolina or any federal law.
33. Tampering with, or removing from its proper location, any fire extinguisher, hose, or other fire or emergency equipment, except when done with a reasonable belief of real need for such equipment.
34. Intentionally delaying, obstructing, or resisting a person who identifies herself or himself as a member of the faculty, University administrator, campus police person, or other law enforcement officer, fire person, or other University employee in the performance of her or his duty.
35. Violating the terms of probation, or failure to comply with University imposed sanctions, or failure to present him or herself for adjudication of a charge.
36. Engaging in behavior on or off the campus which jeopardizes the integrity of the University.
37. Use of the One Card by anyone other than the person to whom it was issued is illegal.
38. Being an accessory to the commission of misconduct.
39. Disruption of a residence hall, campus or classroom building, through vandalism, excessive noise, practical jokes, and/or the flagrant violation of other rules and regulations established by that Department or building representative.
40. Violating residence hall visitation policies by a member of the opposite sex, remaining in a residence hall room after visitation, or unauthorized occupancy of a residence hall room by a member of the opposite sex, or to be present in unauthorized areas within residence halls.
41. The use of open flames or combustible materials (e.g., candles, incense or any other open flame apparatus) or the possession or use of combustible materials in a residence hall.
42. Possession and use of appliances prohibited in the residence halls in violation of University and/or North Carolina State fire code regulations.
43. Possession of pets of any kind in any University Hall or property with the exception of fish maintained in a ten gallon or less fish tank.
44. Failure to control the conduct of one's non-N.C.A.&T.S.U. guest(s) whose behavior violates provisions of the conduct regulations, abusive language.
45. Disruptive and destructive behavior in the dining facility such as fighting, throwing food, damaging property, vandalism, abusive language, breaking in line, and leaving trays on tables and floors.
46. Theft or removal of equipment, utensils, or trays from the dining facility and/or flagrant violations of rules and regulations established by the food service administration.
47. Spamming, i.e., sending unauthorized mass mailings through University computers or any violation of the university computer usage policies.
48. Engaging in criminal behavior on another campus.
49. Possession of or giving a person any drug, narcotic, pill or drink which would render them helpless.
50. Violating residence hall policies by allowing an unauthorized person to "room in."
51. Sexual Exploitation - including but not limited to, prostituting another student, non-consensual video or audio taping of sexual activity, going beyond the boundaries of consent (such as allowing others to surreptitiously watch you having consensual sex), engaging in voyeurism, knowingly transmitting an STD or HIV to another student, or plotting to engage others in sex acts without their knowledge or consent.

In addition, see **The Zero Tolerance Policies on Drugs and Aggressive Behavior in the section "University Policy and Excerpts"**.

II. ACADEMIC DISHONESTY POLICY

Academic dishonesty - includes but is not limited to the following:

- a) Cheating, or knowingly assisting another student in committing an act of cheating or other academic dishonesty.
- b) Plagiarism (unauthorized use of another person's words or ideas as one's own) which includes but is not necessarily limited to submitting examinations, theses, reports, drawings, laboratory notes or other materials as one's own work when such work has been prepared by another person or copied from another person.
- c) Unauthorized possession of examinations or reserve library materials, destruction or hiding of source materials, library materials, or laboratory materials or experiments or any other similar actions.
- d) Unauthorized changing of grades or marking on an examination or in an instructor's grade book or such change of any grade record.
- e) Aiding or abetting in the infraction of any of the provisions anticipated under the general standards of student conduct.
- f) Assisting another student in violating any of the above rules.

A student who has committed an act of academic dishonesty has failed to meet a basic requirement of satisfactory academic performance. Thus, academic dishonesty is not only a basis for disciplinary action but may also affect the evaluation of the student's level of performance. Any student who commits an act of academic dishonesty is subject to disciplinary action as defined below.

In instances where a student has clearly been identified as having committed an academic act of dishonesty, the instructor may take appropriate punitive action including a loss of credit for an assignment, an examination or project, or awarding a grade of "F" for the course subject to review and endorsement of the chairperson and the dean. Repeated offenses can even lead to dismissal from the university.

Student Appeals on Academic Dishonesty

A student who feels unfairly treated as a result of an academic dishonesty matter may appeal the action in writing to the **University Judicial Tribunal**. The written notice of appeal must be submitted within one week (seven calendar days) of the date of the decision to the Chairperson of the University Tribunal. For the current chairperson, contact the Office of the Dean of Students.

UNIVERSITY JUDICIAL PROCEDURES

Allegations of Misconduct and Filing of Charges

If a student observes another student committing a violation of the **Student Conduct Regulations**, or is the victim of a crime, he or she may inform a faculty member, staff member or University police officer who will make a written report to the Vice Chancellor for Student Affairs for violations of the Student Code or in cases of Academic Dishonesty, the Provost/Vice Chancellor for Academic Affairs, or their designee. The student reporting the violation would be expected to appear and testify at any resulting judicial proceedings. This requirement may be waived in exceptional cases where the identity of the person reporting the violation needs to be protected.

Review by the Vice Chancellor for Student Affairs (in cases of Misconduct Prohibited by the University)**

All misconduct is reported to the Vice Chancellor for Student Affairs who will review the charges. There are several options for the resolution of disciplinary matters and it is the prerogative of the Vice Chancellor for Student Affairs and/or his/her designee to determine which judicial board will consider the charges based on the type of violation(s), the caseload of the judicial boards and other factors.

1. The Vice Chancellor for Student Affairs may refer the reported violation to the Office of the Dean of Students to conduct a preliminary investigation and bring closure to the matter or to determine if the evidence of the offense warrants further action.
2. In instances of minor offenses in either Student Affairs or residential jurisdictions, sanctions will be assigned at the discretion of the Dean of Students without resorting to a hearing. In some instances the student will be notified in writing (warning letter) that an infraction has been reported and his or her behavior is being monitored for a specific period of time.
3. The Vice Chancellor for Student Affairs or the Dean of Students may assign the case to an Administrative Hearing or to the Student Judicial Council. The University Tribunal hears all cases referred to it by the Chancellor, Vice Chancellor for Student Affairs, or Office of the Dean of Students concerning action against students or charges of violation of University Rules and Regulations.
4. In special circumstances, the Vice Chancellor for Student Affairs may suspend a student charged with violating Student Conduct Regulations for an interim period prior to the outcome of a full disciplinary hearing based on the merits of the charge.

** (See the section on Academic Dishonesty for violations of academic dishonesty.)

Rights of the Accused

Students accused of violating the Student Conduct Regulations at North Carolina Agricultural and Technical State University are guaranteed the following rights:

1. To be afforded due process including a fair and timely hearing.
2. To secure full knowledge of the accusations, review any written evidence, and obtain witnesses prior to the hearing, and to confront accusers, except in exceptional cases where the accuser may be justifiably unable to appear for a hearing.
3. To be notified at least five (5) days prior to the hearing in order to prepare a defense.
4. To offer in defense evidence and witnesses and to question witnesses or evidence presented.
5. To seek counsel and have an adviser of the student's choice present at the hearing. Note: (Advisors are not allowed to address the hearing body directly.
6. To receive in writing the disposition of the case.
7. To appeal.
8. To waive any of these rights. A "guilty" plea represents a waiver of all hearing rights of the accused.

Rights of Persons Bringing Charges

1. The right to file criminal charges or seek civil action in a court in addition to any action taken through the judicial system at North Carolina Agricultural and Technical State University.

Waiver of Rights to a Hearing

In the case of Student Conduct Regulations after being informed of the charges and his or her rights, including the right to a hearing, a student may decide to voluntarily waive this right and request that a resolution of the charges be made by the Dean of Students.

In the cases of Misconduct Prohibited by the University, to request that charges be settled without a formal hearing before a judicial committee, the student shall do the following:

1. Meet with the Dean of Students to discuss the charges.
2. Present a guilty plea to the charge(s) of misconduct under the Regulations.
3. Agree to accept the sanction to be imposed.
4. Agree to a waiver of right to a hearing.

The Dean of Students may decline the student's request for a waiver of hearing. If the student's request is declined, the student shall be referred to a judicial board.

If the Dean of Students agrees to the request for a waiver of hearing, any sanction or sanctions imposed will be governed by the principle of "like sanction for like violation."

Records

1. Records shall be created for all reported cases of student misconduct.
2. Disciplinary records are confidential and shall not be released without the student's consent; except to such persons functioning in their official University capacity on a need-to-know basis.
3. All disciplinary records are the property of the University. Violations of Misconduct Prohibited by the University are maintained in the office of the Dean of Students whereas violations of the Academic Dishonesty Policy are maintained in the Division of Academic Affairs. The University reserves the right to maintain these records for any length of time depending on the severity of the infraction.
4. A tape recording shall be made of every judicial board hearing. The tape recording shall be the property of the University and shall be kept for a one-year period before being erased. Neither the complainant nor the accused will be allowed to make a separate recording of any type. Under no circumstances will a copy of the recording be released except in the case of an appeal of a judicial decision wherein an attorney issues a court ordered subpoena.

Referral to a Judicial Board

Student conduct that contradicts basic interests and policies of the University community will be addressed under hearing procedures designed to facilitate fair and impartial resolution. Hearing panels, unlike courts, engage in a full discussion of charges and circumstances. In cases of violation of Student Conduct Regulations, North Carolina Agricultural and Technical State University has three (3) formal hearing bodies, namely Administrative Hearing Panel, University Tribunal, and the Student Judiciary Council. The Vice Chancellor for Student Affairs and/or the Dean of Students makes the determination as to which hearing body a particular case will be assigned. This is based on the type of violation(s), the caseload of judicial boards, and other factors. **(Regarding violations of Academic Dishonesty, hearing panels may vary within the School or College - see Section II).**

Administrative Hearing - An Administrative Hearing shall consist of The Dean of Students/or designee and two other Student Affairs administrators designated by the Vice Chancellor and/or the Dean of Students.

The Dean of Students or designee shall preside over the hearing and a consensus of the three members shall be required to decide any issue of fact or sanction.

Student Judiciary Council - The Student Judiciary Council is described under Article XIII, of the Student Government Association Constitution.

University Judicial Tribunal - The University Judicial Tribunal shall consist of a pool of ten (10) members evenly divided between students and faculty. The Chancellor of the University shall select the members. The Chairperson shall be of faculty rank and shall preside over the hearing. He or she shall be a non-voting member of the Tribunal, except in the case of a tie vote. A majority vote of the panel shall be required to decide any issue of fact or sanction. A majority of the members of the Tribunal, including the Chairperson, must be present to constitute a quorum.

NOTE: In some incidents involving two or more people in conflict with each other, **mediation** - an alternative method of dispute resolution - may be employed with the voluntary consent of those involved and a mediator who serves as a neutral facilitator of the problem-solving process.

Hearing Notification

All charges of misconduct referred to a hearing body are heard as promptly as circumstances will permit. Judicial proceedings will be initiated as follows:

1. The student shall be informed of the charges in writing by mail or hand delivery by a University official, and notified of the time, date and place to appear before a specific judicial board. In certain instances a student may be notified of a hearing by telephone. The notifications for judicial hearing are delivered at least five (5) calendar days prior to the hearing except in certain cases when time is of the essence or extenuating circumstances prevail. The student may choose to waive his or her right to a hearing by the method described under Waiver of Rights to a Hearing.
2. In the case of Student Conduct Regulations, based on the type of charge(s) and information available, the Vice Chancellor for Student Affairs or Dean of Students may decide to have a pre-hearing conference in which case the student would be notified by telephone or a hand delivered letter.

Conduct of all Hearings & Appeals

All judicial hearings shall be conducted according to the following form:

1. Introductions
2. Reading of the regulatory statements that govern process and behavior during a hearing (see Student Handbook sections on "presence of advisor and observers at hearing" thru "decision")
3. Reading of charge(s) and pleading thereto
4. Presentation of case by person bringing charges (complainant)
5. Presentation of case by student charged (accused)
6. *Testimony of witness (es) for complainant
7. *Testimony of witness (es) for accused
8. Questions by members of hearing body to any participant of the hearing to include witnesses
9. Opportunity for final statement by complainant and accused

*Three(3) material witnesses may offer evidential information relative to the incident, whereas there may also be submitted three (3) character witnesses or three (3) signed written character letters. Character witnesses are used only for sanctioning purposes and not for finding of responsibility.

Presence of Advisors and Observers at Hearings

Students charged with misconduct or those bringing charges have the right to appear alone or with any other person of their choice to advise and assist them other than an attorney, except if the offense charged is also the subject of pending criminal charges. In this case, the attorney may not participate but may confer with the student during the hearing so long as the attorney does not address the hearing official or committee, other parties or witnesses and does not delay or disrupt the proceeding. In addition to an advisor, a student shall be accompanied by not more than three other persons. These persons shall have no official status before the judicial board; they are merely observers of the proceedings and may not address the judicial board nor conduct examination or cross examination of any witness.

Evidence and Burden of Proof

Rules of evidence and procedures may differ from proceedings before civil authorities. Unlike courts, University hearing panels engage in a full discussion of charges and circumstances. Irrelevant or unduly repetitious evidence shall be excluded at the jurisdiction of the chairperson. A decision shall be reached on the basis of the preponderance of evidence with the burden of proof on the person bringing charges (complainant).

Confidentiality of Deliberations

Information generated in the course of disciplinary proceedings will be given the full extent of confidentiality accorded by law to a student's educational record. Any person, who, without authorization, reveals such information, will be subject to disciplinary action.

Deliberations

Panel members will assemble and make a determination of the guilt or innocence of the accused that is based solely on the evidence presented at the hearing. If culpability of the accused is determined, the hearing panel will recommend an appropriate sanction or sanctions to the hearing officer (chairperson).

Decision

The hearing officer makes decisions on sanctions except when the panel recommends expulsion or suspension. In cases where there is a violation of the Misconduct Prohibited by the University and suspension is recommended, the hearing officer forwards the panel recommendations to the Vice Chancellor for Student Affairs for review, evaluation, and a decision. In cases of Academic Dishonesty and suspension is recommended, the College or School forwards the recommendation to the Office of the Provost/Vice Chancellor for Academic Affairs for review, evaluation, and a decision. Whenever expulsion is recommended regarding violation of any form of student conduct, the recommendation is forwarded to the Chancellor for a decision.

Decision Deferred

In cases where a panel or hearing officer believes additional information is needed prior to decision or sanction, the case may be referred for assessment or evaluation by internal or external agencies. In such cases, the final decision on the case shall be deferred until such time as the requested assessment or evaluative information can be obtained.

Notice of Decision

Within ten (10) calendar days of the date the decision is made, the hearing officer will provide certified or hand-delivered written notification of the decision to the accused.

Parental Notification

Pursuant to the 1974 FERPA law, parents or guardians/sponsors are sent written notification, without the student's consent, regarding students under the age of 21 who are in violation of campus and/or state alcohol and drug policies or if there is an indication of imminent danger to one's well-being or that of the university community.

Sanctions

The primary purpose of sanctions in the University setting is to provide incentive and opportunity for rededication of the offender. Except in the case of serious offenses, such as those involving intentional infliction of injury, drug violations, etc., sanctions imposed through the judicial proceedings may be tailored to suit the circumstances of each offense.

Sanctions of expulsion and suspension affect the student's academic status at the University. In order that students under suspension not contravene the terms of penalty, the offices of Admissions, Cashier, Financial Aid, Graduate School, Registrar, Residence Life and University Police will be notified in writing. No credit earned at another institution during the suspension period shall be transferred to North Carolina Agricultural and Technical State University. A student under expulsion or suspension is subject to arrest for trespassing if found on University property. **A student who is suspended or expelled from the University for disciplinary reasons is not eligible for a refund and forfeits any funds previously paid.**

A student who loses campus-housing privileges for disciplinary reasons and has concerns about the financial ramifications of such should contact the Office of Housing and Residence Life for guidelines and shall be governed by those guidelines.

Scheduled university judicial hearings will be held in absentia if the student fails to present him/herself at the scheduled hearing. The administrative hearing body will convene and make a decision based on the evidence at the hearing.

Furthermore, in the case of a student's failure to appear for a hearing, the evidence against the student will be considered and a decision will be based on that evidence.

Should a sanction result from a student's failure to present himself or herself for adjudication of a charge, the offices of Admissions, Cashier, Financial Aid, Graduate School, Registrar, Residence Life and University Police will be notified in writing and the student's transcript will not be released to persons outside the University until the student answers to the charge.

Any one of the following sanctions or their combinations may be imposed:

1. **Expulsion** permanently severs the relationship of the student with the University. With recommendation of a hearing panel, it will be imposed and can only be rescinded by the Chancellor. This penalty will likely prevent a student's admission to any other institution of higher education.
2. **Indefinite suspension** severs the relationship of the student with the University with no date established for the student to return. A date at which time the student may request reinstatement can be established or may be contingent on a student fulfilling one or more stipulations (e.g. resolution of criminal matters pending in the courts, psychological evaluation).
3. **Interim suspension** calls for the immediate removal of a student from the University when there is reasonable cause to believe that the alleged misconduct is of such a serious nature that his or her continued presence at the University is potentially dangerous to the health and safety of the University community, its property or its educational mission.
(In cases of violations of the Student Conduct Regulations, to invoke interim suspension, the Vice Chancellor for Student Affairs or his/her designee will conduct a preliminary investigation and hearing with the student - if possible. In cases of Academic Dishonesty, the Provost/Vice Chancellor for Academic Affairs or his/her designee will conduct such an investigation. At the time, the student will be informed of the charges and given the opportunity to explain the circumstances.)
4. **Suspension** severs the relationship of the student with the University for a finite period, the terminal date of which coincides with the official ending of an academic semester or summer session.
5. **Disciplinary Probation** is a period of close scrutiny of a student by the University during which his or her conduct is under review. Disciplinary probation is imposed for a specified period of time, the terminal date of which coincides with the official ending of an academic semester or summer session. Failure to meet the requirement of the probation or further infraction of University policy may result in more severe sanctions including suspension or expulsion from the University. Individuals on Disciplinary probation are not eligible to hold office or obtain membership in any student group or organization; or may not be eligible for certain employment positions or participation in other campus programs.
6. **Warning** is an official reprimand, which by formal written communication, gives official notice to a student that any subsequent offense against the **Student Conduct Regulations** will likely result in more serious consequences. In cases involving violations of the Student Conduct Regulations, a copy of the letter is contained in files of the Division of Student Affairs or in the case of Academic Dishonesty, the Vice Chancellor for Academic Affairs and will be available as evidence of relevant past behavior to hearing panels.
7. In addition to the above, any one or a combination of the following may be recommended by a judicial hearing board and/or imposed by the Vice Chancellor for Student Affairs or Dean of Students in Student Conduct Regulations or in cases of Academic Dishonesty, the Provost/Vice Chancellor for Academic Affairs:
 - a) Requirement of participation in community service
 - b) Restitution, where applicable
 - c) Loss of Campus Housing
 - d) Official notice that conviction of any other violation of the **Student Conduct Regulations** will result in suspension
 - e) Prohibited from participating in organized groups or activities
 - f) Counseling
 - g) Conflict Management Training

The penalties listed above are examples only and do not limit the discretion of judicial officers.

Students placed on suspension or expulsion are placed in the UNC Statewide Database, per state requirements.

Students that are suspended must apply for readmissions. After the proper reviews of submissions of all items specified in the sanction letter, the student will be notified when to contact the Office of Admissions about the readmissions process if he/she desires to return to North Carolina A&T. **Readmission rules, regulations, and decisions are governed by the Office of Admissions; The Division of Student**

Affairs nor the Office of the Dean of Students re-admit students.

APPELLATE PROCEDURES

At North Carolina A&T State University there are three (3) Appellate Boards as described below:

1. **Vice Chancellor for Student Affairs** – The Vice Chancellor for Student Affairs hears all appeals of Misconduct Prohibited by the University.
2. **University Judicial Tribunal** - The University Judicial Tribunal hears all appeals involving Academic Dishonesty. This tribunal shall consist of a pool of the ten (10) members evenly divided between students and faculty. The Chancellor of the University shall select the members.

The Chairperson of the University Tribunal shall be of faculty rank and shall preside over the hearing. He or she shall be a non-voting member of the Tribunal, except in the case of a tie vote. A majority vote of the panel shall be required to decide any issue of fact or sanction. A majority of the members of the Tribunal, including the Chairperson, must be present to constitute a quorum.

3. **Student Supreme Court** – The Student Supreme Court (see SGA Constitution, Article XIII, Section 3) hears all appeals from the Student Judiciary Council involving infractions within the residence halls.

Basis for Appeal

A student may appeal the outcome of a hearing if the student can provide clear and convincing new evidence or that procedural due process was violated. A written notification of the charges, rights of the student, and date, time, and place of the hearing constitutes procedural due process. If an appeal is upheld in cases involving appeals by students who have violated the Student Code of Conduct (Misconduct Prohibited by the University) the Chancellor (in cases involving suspension or expulsion) or the Vice Chancellor for Student Affairs (cases other than suspensions or expulsions) may either:

1. Reduce, change, or dismiss the sanctions of the original hearing body;
2. Remand the case back to the original hearing body.

Filing the Appeal and Timing

The Student should provide a signed statement, clearly outlining the specific grounds and all supporting facts upon which the appeal is based. Where a student group makes an appeal, the president or chief officer's signature will be required. In cases of violations of the Student Conduct Regulation, the appeal should be addressed and delivered to the Vice Chancellor for Student Affairs within one week (seven calendar days) after notification from the original hearing committee. Academic Dishonesty Appeals are made to the Chairperson of the University Tribunal.

Process of Appeal

The Vice Chancellor for Student Affairs will receive and review all initial appeals regarding Violations of Misconduct Prohibited by The University. The University Tribunal receives all initial appeals of Academic Dishonesty. In cases which do not involve suspension or expulsion from the University, the appeals process will conclude with the Vice Chancellor for Student Affairs regarding Misconduct Prohibited by The University and in the case of Academic Dishonesty Violations, the University Tribunal. The Vice Chancellor for Student Affairs or the Chairperson for the University Tribunal will call in any appropriate parties necessary to assist in making the final decision.

In appeal cases involving suspension or expulsion, the Vice Chancellor for Student Affairs (for Violations of Misconduct Prohibited by The University) or the Provost/Vice Chancellor for Academic Affairs (for Academic Dishonesty Violations) will forward the appeal to the Chancellor of the University. The Chancellor will call in any appropriate party necessary to assist in making the final decision.

The next level in the appeals process after the Chancellor's decision would be made to the University's Board of Trustees and the final avenue of appeal would conclude with the Board of Governors. The exception to this would be if the appeal is based on a claim of procedural due process and fair hearing. In accordance with The Code of the Board of Governors Section 502D(3), the appeal after the Chancellor's ruling concerning due process and fair hearing claims must be forwarded to the President of the University of North Carolina for review of the proceedings.

Important Note: It will be at the discretion of the Vice Chancellor for Student Affairs and the Chancellor as to whether or not a student remains under suspension pending the outcome of the appeal. Factors that will be considered include the nature of the violation, interference with the University's educational mission and the safety and welfare of other members of the University community.

UNIVERSITY POLICY AND EXCERPTS FROM N.C. GENERAL STATUTES ON SPECIFIC CRIMES SECTION

Sexual Assault Policy Statement

North Carolina Agricultural and Technical State University will not tolerate affronts to basic human dignity in any form. Rape, sexual offenses, and sexual assault in general represent such affronts. Moreover, these activities represent criminal violations of law and allegations of such activities by students and employees of the University will be investigated fully. The individual(s) affiliated with the University who are found guilty of committing these prohibited acts at locations on or off the campus will be subject to all available courses of disciplinary action, in addition to any and all penalties for violating state law.

The penalty for first-degree sexual offense and first-degree rape may be life imprisonment. For the second-degree of these offenses, the maximum penalty is twenty years imprisonment.

In North Carolina, the crime of rape is legally defined in the first and second degrees. A person is guilty of rape in the first degree if the person engages in a sexual act:

- 1) With a victim who is a child under the age of 13 years and the defendant is at least 12 years old and is at least four years older than the victim; or
- 2) With another person by force and against the will of the other person, and:
 - a) Employs or displays a dangerous or deadly weapon or an article which the other person reasonably believes to be a dangerous or deadly weapon or an article.
 - b) Inflicts serious personal injury upon the victim or another person.
 - c) The person commits the offense aided and abetted by one or more other persons.

Any person who commits an offense defined in this section is guilty of a Class B1 felony.

(1979, c. 682, s. 1; 1979, 2nd Sess., c. 1316, s. 6; 1981, c. 63; c. 106, ss. 3, 4; c. 179, s. 14; 1983, c. 175, ss. 5, 10; c. 720, s. 4; 1994, Ex. Sess., c. 22, s. 3.)

A person is guilty of rape in the second degree if the person engages in vaginal intercourse with another person;

- 1) By force and against the will of the other person; or
- 2) Who is mentally defective, mentally incapacitated, or physically helpless, and the person performing the act knows or should reasonably know the other person is mentally defective mentally incapacitated, or physically helpless.

Any person who commits the offense defined in this section is guilty of a Class C felony.

(1979, c. 682, s. 1; 1979, 2nd Sess., c. 1316, s. 5; 1981, cc. 63, 179; 1993, c. 539, s. 1130; 1994, Ex. Sess., c. 24, s. 14 (c).)

The "force" necessary to convict for rape may be other than physical force. It may be fear, fright, or coercion. Those who aid or abet a rape may be equally guilty of the crime. Also, forced sexual intercourse with a person who is physically helpless, as from overuse of alcohol, constitutes rape under North Carolina Law.

"Acquaintance Rape" and "Date Rape" are terms commonly used to describe forced intercourse by a person on another that he or she knows. However, the social relationship with an individual does not make "forced" sexual activity legal.

A sexual offense is a forced sexual act by a person of either gender where the act is against the will of the victim. This crime may not involve intercourse but does involve other sexual acts.

The University supports the idea that all students and employees must be able to learn and work in an environment free of sexual assault. Sexual assault is broadly defined as oral, anal or vaginal penetration of an unwilling party by any body part or other object. This includes parties who are physically helpless such as unconscious, asleep, physically unable to communicate their unwillingness or persons to whom narcotics have been administered rendering the person unable to give consent to such activity. Sexual assault does not include procedures done for bona fide medical purposes.

Moreover, the University views sexual assault as an extremely serious matter and will respond in accordance with the guidelines established herein and in the handbooks for faculty and staff members. In each case, the potential for subsequent harm to the victim or community at large weigh heavily in the sanctions for violators, and the policies of the institution include sanctions as serious as expulsion from the University.

1. **Expulsion** permanently severs the relationship of the student with the University.
2. **Indefinite suspension** severs the relationship of the student with the University with no date established for the student to return.
3. **Interim suspension** calls for the immediate removal of a student from the University when there is reasonable cause to believe that the alleged misconduct is of such a serious nature that his or her continued presence at the University is dangerous to the health and safety of the University community, its property or the educational mission.
4. **Suspension** severs the relationship of the student with the University for a finite period, the terminal date of which coincides with the official ending of an academic semester or summer session.
5. **Probation** is a period of close scrutiny of a student by the University during which his or her conduct is under review.
6. **Warning** is an official reprimand, which by formal written communication, gives official notice to a student that any subsequent offense against the student conduct regulations will likely result in more serious consequences.
7. In addition to the above, any one or a combination of the following may be recommended by a judicial hearing board and/or imposed by the Vice Chancellor for Student Affairs or The Dean of Students.
 - (a) Requirement of participation in community service
 - (b) Restitution where applicable
 - (c) Exclusion from University Residence Halls or Houses
 - (d) Official notice that conviction of any other violation of the **Student Conduct Regulations** could result in suspension from the University
 - (e) Prohibited from participating in organized groups or activities, and,
 - (f) Counseling if necessary

Complaint Procedure

Any student, faculty member or staff member who believes he/she has been the victim of rape, sexual assault or other sexual offenses is encouraged to call the University Police Department (telephone number – 334-7675). To assist victims of such violent, aggressive and hostile crimes, the University Police Department requests that you do the following:

- In the call to the Police Department; give as much detail as possible concerning your location, injuries and suspect information.
- Remain dressed in the same clothing. Viable evidence linking the suspect to the crime can be found on the clothing.
- Do not bathe or destroy any evidence.
- Seek medical treatment for your own protection and the collection of evidence.
- When possible, secure the area (dormitory room, vehicle, office, etc.) and do not let anyone interfere with evidence.

Rape and sexual assault can be both physically and emotionally damaging, thus, our University Police have the victim's well being as a primary concern and have been trained to treat the victim with respect, dignity and sensitivity. Also, Counseling Services and Student Health Services professionals are available at the University to help victims of sexual assault. These departments are especially well prepared to assist individuals with both their medical and emotional needs.

Sexual assault victims also have the option of calling the Greensboro Police Department (373-1000). When filing a formal report with the Greensboro Police Department, the University Police department should also be notified regarding the incident. The University Police cooperate fully with the city police in the investigation of campus crimes and therefore will be very resourceful in the search for suspect(s) in the campus setting. Also the University police work in close coordination with the Division of Student Affairs and its Counseling Services to provide assistance to victims of sexual assault.

Any campus official receiving a complaint about sexual assault with reason to believe a criminal offense has occurred will notify the University Police department for the necessary documentation and follow-up. Also, the reports of sexual assault that are made directly with the campus police will be coordinated with the appropriate departments and administrators of the University for action. However, the victim's identity and all information concerning the offense will be held in strict confidence by the authorities of this institution. Information regarding the name or address of a victim will not be communicated, broadcast, printed or published by the University without the consent of the victim, except as required in connection with a police investigation or by direction of a lawful court order.

PROCEDURES FOR ON-CAMPUS DISCIPLINARY ACTION IN CASES OF ALLEGED STUDENT TO STUDENT SEXUAL ASSAULT

Sexual assaults include rape, attempted rape, corruption of a minor, sexual battery, attempted sexual battery, and public indecency. Rape is defined as sexual penetration, no matter how slight, of the genital, anal, and/or oral openings of the victim by any part of the perpetrator's body or by the use of an object, without or against the victim's consent. Sexual battery is defined as intentionally touching the victim's intimate parts (primary genital area, including but not limited to the groin, inner thigh, buttock, or breast) without or against the victim's consent. This touching is either directly on the body or on the clothing covering that body part. It is also sexual battery if the victim is forced to touch the intimate parts of the perpetrator.

Sexual assault occurs when the act is intentional and is committed either by a) physical force, violence, threat or intimidation; b) ignoring the objections of another person; c) causing another's intoxication or impairment through the use of drugs or alcohol; or d) taking advantage of another person's incapacitation, state of intimidation, helplessness, or other inability to consent.

These procedures cover cases involving student on student and students against non-students committed on university-owned property or leased property, at any University sanctioned function, at the temporary

or permanent local residence of a university student, faculty member, employee, or visitor, or in the city of Greensboro or Guilford County.

Any student who has been sexually assaulted may seek redress through the campus student judicial system if the accused is also an enrolled student at the University. Note: (Cases involving faculty/staff assault against a student are to be reported to either the Director of Human Resources, the Affirmative Action Officer in Academic Affairs, or the University Police)

Such redress may be in conjunction with or in place of pressing charges with criminal authorities or filing civil actions. Once the report is made and forwarded to the Vice Chancellor for Student Affairs, an investigation will be initiated, with the consent of the victim. If, however, the incident poses a significant threat to the campus community, an investigation will ensue without the consent of the victim.

Limited expansion of off-campus jurisdiction

The university reserves the right to consider the behavior of students off campus when it is determined that the off-campus behavior interferes with the University and its educational mission.

North Carolina A&T State University adheres to the "Campus Sexual Assault Victim's Bill of Rights" which is a part of the Higher Education Amendments of 1992 as outlined below:

1. The accuser and accused must have the same opportunity to have others present at the campus judicial hearing.
2. Both parties shall be informed of the outcome of any disciplinary proceeding.

(Note: Compliance with this statement does not constitute a violation of FERPA. For purposes of this sentence, the outcome of the disciplinary proceeding means only the institution's final determination with respect to the alleged sex offense and any sanction imposed against the accused).

1. Victims shall be informed of their options to notify law enforcement.
2. Victims/Survivors shall be notified of counseling services.
3. Victims/Survivors shall be notified of options for changing academic and living situations.

Furthermore, if the accused is found guilty, the victim has the right to make a "victim impact statement" and to suggest an appropriate penalty.

Any student enrolled at North Carolina A&T who is accused of sexual assault, will be afforded full procedural due process in the investigation and adjudication of his/her case. This includes the right to the presumption of innocence until proven guilty and the privilege against self-incrimination. However, immediate suspension (prior to a hearing) of the accused will occur if the Vice Chancellor for Student Affairs concludes that the continued presence of the person at the University constitutes clear and present danger to the health or welfare of other members of the University Community.

A judicial hearing will then be scheduled by the Office of the Dean of Students as expeditiously as possible.

GUIDELINES IN REGARDS TO DISCIPLINARY PROCEDURE FOR SEXUAL ASSAULT

1. Any student accused of sexual misconduct will receive notice of the complaint and a copy of the complainant's written statement, if any, no less than ten days before it is scheduled to go before an administrative hearing panel.
2. The accused student will be advised that he/she is presumed innocent and is expected to cooperate in the investigation of the complaint.
3. The prior sexual history of either party is not admissible in the hearing except testimony submitted by a party concerning his or her own sexual history. In addition, prior sexual history can not be used for finding of responsibility, however prior sexual history may be used in sanctioning.
4. Hearing procedures and sanctions are fully described in the Student Conduct section of the Student Handbook. The severity of the offense and the potential for subsequent harm to the vict/survivor or the community at large weigh heavily in sanctioning actions taken in such cases.
5. The victim's/survivor's identity and all information surrounding the case are held in strict confidence by all hearing authorities and service providers under the guidelines of FERPA; however, the university cannot guarantee confidentiality.

Sexual Harassment Policy

The policy of North Carolina Agricultural and Technical State University is that all employees and students, regardless of race, color, religion, sex or national origin, shall be free from sexual harassment from any University employee or fellow student in connection with any University relationship or activity. No academic or personnel decision shall be made on the basis of a granting or denial of sexual favors. All employees and students are guaranteed the right to work and/or study in an environment free from sexual harassment. (See Appendix B – "Sexual Harassment Policy".)

Firearms or Other Weapons (excerpts)

(North Carolina General Statute 14-269.2)

"It shall be a Class I felony for any person to possess or carry, whether openly or concealed, any gun, rifle, pistol, or other firearm of any kind on educational property or to a curricular or extracurricular activity sponsored by a school. However, this subsection does not apply to Bb gun, stun gun, air rifle, or air pistol."

"It shall be a Class G felony for any person to possess or carry, whether openly or concealed, any dynamite cartridge, bomb, grenade, mine, or powerful explosive as defined in G.S. 14-284.1, on educational property or to a curricular or extracurricular activity sponsored by a school. This subsection shall not apply to fireworks."

"It shall be a Class I misdemeanor for any person to possess or carry, whether openly or concealed, any BB gun, stun gun, air rifle, air pistol, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, razors and razor blades (except solely for personal shaving), firework, or any sharp-pointed or edged instrument except instructional supplies, unaltered nail files and clips and tools used solely for preparation of food, instruction, and maintenance, on educational property."

For the purposes of this section a self-opening or switchblade knife is defined as a knife containing a blade or blades which open automatically by the release of a spring or a similar contrivance, and the above phrase "weapon of like kind" includes razors and razor blades (except solely for personal shaving) and any sharp pointed or edged instrument except unaltered nail files and clips and tools used solely for preparation of food, instruction and maintenance.

This section shall not apply to the following persons: Officers and enlisted personnel of the armed forces of the United States when in discharge of their official duties as such and acting under orders requiring them to carry arms or weapons, civil officers of the United States while in the discharge of their official duties, officers and soldiers of the militia and the national guard when called into actual services, officers of the State, or of any country, city, or town, charged with the execution of the laws of the State, when acting in the discharge of their official duties, any pupils who are members of the Reserve Officer Training Corps and who are required to carry arms or weapons in the discharge of their official class duties, and any private institution of higher education when acting in the discharge of their duties.

University Policy and Procedures Concerning Weapons on Campus

The possession or use of a weapon on university or university-owned property is in violation of the student code of conduct and N.C. General Statute 14-269.2 pertaining to weapons on campus or other educational property. This policy does not contravene with any parts of NC General Statutes. The student is subject to both prosecution and punishment in accordance with state criminal law and criminal procedures and to disciplinary proceedings by the university.

The following penalties apply to the particular offense described:

- Students who possess (openly or concealed) or use a gun, rifle, pistol, or other firearms (Class I Felony Weapons) of any kind or powerful explosive (as defined in G.S. 14-284.1) on campus or to a campus related activity sponsored by the university will be suspended from enrollment for a period of not less than one year. For a second offense, any student will be expelled.
- Students who possess (openly or concealed) or use any weapon as described above in S14-269.2 (Class I Misdemeanor Weapons) will be suspended from enrollment for a minimum period of at least one semester. For a second offense, any student will be expelled.

Policy on Alcohol Use

University policies concerning the possession and consumption of alcoholic beverages do not contravene federal, state, or municipal law regarding their purchase. A summary of certain sections of the North Carolina State Statute and local ordinances of alcoholic use is included below:

North Carolina Law

North Carolina Alcoholic Beverage Control Laws make it unlawful for any person under twenty-one years of age to purchase, possess, or consume any alcoholic beverage.

- A. It is unlawful for any person to aid or abet an underage person in the purchase or attempted purchase of alcoholic beverages. *General Statute 18B-302(c).*
- B. It is unlawful for any person knowingly to sell or give alcoholic beverages to an underage person. *General Statute 18-B-302 (a) (1).*
- C. It is unlawful for any underage person to falsify a driver's license or other identification document in order to obtain alcoholic beverages. *General Statute 18-B-302(e).*
- D. It is unlawful for any person to permit use of his/her driver's license or any other identification document by an underage person to purchase or attempt to purchase alcoholic beverages. *General Statute 18B-302(f).*
- E. It is unlawful for any person to consume any alcoholic beverage in or on any public street, right-of-way, sidewalk, alley, or property located inside or outside the Greensboro corporate limits. *Greensboro Code Sec. 4-13.*

UNIVERSITY POLICIES ON ALCOHOL

1. All usages of alcoholic beverages will conform to existing state, local and University laws and policies.
2. There will be no consumption of alcoholic beverages in a motor vehicle while on University property or on University streets.
3. There will be no public display of alcoholic beverages.
4. Consumption of alcoholic beverages is restricted to students' rooms in residence halls only for those students of legal age.
5. Anyone who drink alcoholic beverages will be held accountable for their behavior. Irresponsible drinking will not be accepted as an excuse for irresponsible behavior. Such behavior will result in judicial action and/or notification to parent or guardian.

UNIVERSITY DRUG POLICY

North Carolina Agricultural and Technical State University strives to provide an educational environment that enhances and supports the intellectual process. The academic communities, including students, faculty and staff have the collective responsibility to ensure that this environment is conducive to healthy intellectual growth. The illegal use of harmful and addictive chemical substances poses a threat to the educational environment. Each member of the University family is reminded that in addition to being subject to University regulations and sanctions regarding illegal drugs, they are also subject to the laws of the State and of the nation. This policy has been developed in accord with *The University of North Carolina Policy on Illegal Drugs*, adopted by the Board of Governors January 15, 1988. It establishes the framework for programs designed to educate the campus community on the harmful effects of illegal substances and to assist afflicted persons in their efforts to become rehabilitated. It also provides guidance for punishing violators.

ZERO TOLERANCE FOR DRUGS POLICY

1. Any student who is charged, as a first offense, with the use and/or is in possession of marijuana (or any other illegal drug) on campus will immediately lose campus housing privileges and will be required to appear before a campus judicial board.
2. A second offense will result in immediate suspension from the University.
3. Felony possession of marijuana (or any other illegal drug) will result in immediate suspension from the University.
4. Any student convicted of possession or sale of a controlled substance under federal or state law will lose eligibility for Student Financial Aid assistance.

CELL PHONE USAGE POLICY IN THE CLASSROOMS

The use of cell phones inside the classroom during the classroom period is prohibited. Please be advised that placing or receiving calls as well as conversing on cell phones during the conduct of a class shall be considered as disruptive behavior for students and unprofessional behavior for faculty and staff.

ENDANGERING ONE'S OWN PHYSICAL WELL BEING

Students who endanger their own physical well being or disrupt the campus community, including threatening or attempting suicide, may be intermily suspended from the residence halls and/or the University. To be considered for reinstatement to the residence halls and/or the University, the student may be required to provide the Dean of Students Office with a Psychiatric Evaluation Form completed and signed by a licensed mental health professional indicating that the student is not a threat to him/herself or the campus community. Additionally, the parents, legal guardian, and/or Student are advised that threatening and/or attempting suicide is a violation of the Misconduct Prohibited by the University and may result in disciplinary action by the University. *The right educational policy and the right risk management practice is to make sure students who threaten or attempt suicide obtain immediate professional help, even if an assessment has to be required, or enforced through the college disciplinary process.*

STATE POLICY ON ILLEGAL DRUGS

(Excerpts of Article 5, Chapter 90 of the North Carolina General Statutes)

Trafficking Illegal Drugs

1. For the illegal manufacture, sale, delivery, or possession with intent to manufacture, sell or deliver, of any controlled substance identified in Schedule I, N.C. General Statutes 90-90 (including, but not limited to, heroin, mescaline, lysergic acid, diethylamide, opium, cocaine, amphetamine, methaqualone), any student shall be expelled.
2. For a first offense involving the illegal manufacture, sale or delivery, or possession with intent to manufacture, sell or deliver, of any controlled substance identified in Schedules III through VI, N.C. General Statutes 90-91, through 90-94, (including, but not limited to marijuana, phenobarbital, codeine) the minimum penalty shall be suspension from enrollment for a period of at least one semester or its equivalent. For a second offense, any student shall be expelled.

Illegal Possession of Drugs

1. For a first offense involving the illegal possession of any controlled substance identified in Schedule I, N.C. General Statutes 90-89, or Schedule II, NC General Statutes 90-90, the minimum penalty shall be suspension from enrollment for a period of at least one semester or its equivalent.
2. For a first offense involving the illegal possession of any controlled substance identified in Schedules III through VI, N. C. General Statutes 90-91 through 90-94, the minimum penalty shall be probation, for a period to be determined on a case-by case basis. A person on probation must agree to participate in a drug education and counseling program, consent to regular drug testing, Chancellor or Chancellor's designee deems appropriate. Refusal or failure to abide by the terms of probation shall result in suspension from enrollment for any unexpected balance of the prescribed period of probation.
3. For second or other subsequent offenses involving the illegal possession of controlled substances, progressively more severe penalties shall be imposed, including expulsion from the University.

Parental Notification

Pursuant to the 1974 FERPA law, parents or guardians/sponsors are sent written notification regarding students under the age of 21 who are in violation of campus and/or state alcohol and drug policies without the student's consent.

Educational and Rehabilitation Programs

The University shall establish and maintain a program of education designed to help all members of the University community avoid involvement with illegal drugs. This program shall emphasize these subjects:

1. The incompatibility of the use or sale of illegal drugs with the goals of the University.
2. The legal consequences of involvement with illegal drugs.
3. The medical implications of the use of illegal drugs.
4. The ways in which illegal drugs jeopardize an individual's present accomplishments and future opportunities.

The University shall provide information about drug counseling and rehabilitative services (campus-based or community-based) available to students and employees. Persons who voluntarily avail themselves of these University services or programs are assured that applicable professional standards of confidentiality will be observed.

DISRUPTIVE CONDUCT POLICY

North Carolina Agricultural and Technical State University has long honored the right of free discussion and expression, peaceful picketing and demonstrations, the right to petition and peaceable assembly. Without question these rights are a part of the fabric of this institution and they must remain secure. However, in a community of learning, willful disruption of the educational process, destruction of property, and interference with the rights of other members of the community cannot be tolerated. Accordingly, it shall be the policy of the University to deal with any such disruption, destruction or interference expediently without regard to race, sex, or political beliefs.

Any member of the University community who attempts to obstruct, or disrupt any normal operation or function of the University or any of its component institutions, engage, or incites others to engage, in individual or collective conduct which destroys or significantly damages any University property or which impairs or threatens impairment of the physical well being of any member of the University community, or which, because of its violent, forceful, threatening or intimidating nature or because it restrains freedom of lawful movement, or otherwise prevents any member of the University community from conducting his/her normal activities within the University, shall be subject to prompt and appropriate disciplinary action, which may include suspension or expulsion from the University. The following illustrations of Disruptive Conduct are not intended to be exclusive:

1. Occupation of any University building or part thereof with the intent to deprive others of its normal use.
2. Blocking the entrance or exit of any University building or corridor or room therein with intent to deprive others of lawful use of said building or corridor or room.

3. Setting fire to or by any other means destroying or substantially damaging any University building or property, or the property of others on University premises.
4. Any possession of display of, or attempt or threat to use, for any unlawful purpose, any weapon, dangerous instrument, explosive, or inflammable material in any University building or on any University campus.
5. Prevention of or attempt to prevent by physical act, the attending, convening, continuation or orderly conduct of any University class or activity or of any lawful meeting or assembly in any University building or on any University campus.
6. Blocking normal pedestrian or vehicular traffic on or into any University campus.

Policy on Disruptive Students in the Classroom

During instances when students exhibit disruptive behavior in the classroom, a faculty member should attempt to defuse the student (s)'s anger and/or resolve the problem while maintaining a tone of calmness and professional objectivity. If the situation appears to be escalating out of control, the faculty member should go to, or request that another student in the class go to, the nearest administrative office to contact campus security for assistance in bringing the matter under control. If a student (s)'s behavior in the classroom has been unreasonable or inappropriate, e.g., student used profanity, student threatened the faculty member or another student in the class, etc., then the faculty member may request that the student be administratively withdrawn from the course. This action is consistent with the attached policy of the University of North Carolina – UNC-GA Policy on Disruptive Behavior in the Classroom.

(See Appendix D)

Any student who is involved in classroom disruption is subject to receive penalties resulting from the Policy on Disruptive Students in the Classroom and also to be charged with disciplinary violation of Misconduct Prohibited by the University.

ZERO TOLERANCE FOR AGGRESSIVE BEHAVIOR POLICY

Aggressive Behavior includes, but is not limited to:

- Intimidation/Harassment
- Gang-like activity including hand gestures, color coding, etc.
- Graffiti or destruction of campus property
- Threatening Language

1. Any student who is charged with Aggressive Behavior, as a first offense, will immediately lose campus- housing privileges and be scheduled to go before a campus judicial board.
2. A second offense will result in immediate suspension from the University.
3. The University has jurisdiction over all behavioral infractions that occur in University facilities or on University property regardless of whether or not a student is prosecuted in a criminal court. Criminal charges and University charges are totally independent of each other.

EXCERPT FROM THE UNIVERSITY AIDS POLICY

It is the policy of North Carolina A&T State University that persons infected with AIDS virus (whether active AIDS (HTLV-III), AIDS-Related Complex (ARC), or sero-positive to virus) will not be excluded from enrollment or employment, or restricted in their access to University services or facilities unless medically based judgments in individual cases establish that exclusion or restriction is necessary to the welfare of members of the University community. For additional information and guidelines on handling HIV cases and/or AIDS education programs, contact Sebastian Health Center.

POLICY STATEMENT ON THE USE OF UNIVERSITY FACILITIES AND/OR PROPERTY

It is the policy of the University to provide equal opportunity for all qualified persons in its educational programs and activities. The University does not discriminate on the basis of race, creed, color, religious affiliation, sex, national origin, age or handicap. The University's academic activities, however, severely limit the number of outside activities, which can be accommodated in existing facilities. Therefore, the use of University buildings and/or property is prohibited unless prior clearance and arrangements have been made.

The University will make every effort to schedule activities, which are academically or culturally related to the work of its departments and formally registered student organizations, i.e., Affiliated groups and Non-Affiliated Groups. North Carolina A&T State University's buildings and allied facilities are available to responsible groups when such use is determined to be beneficial to the citizens of the State of North Carolina and/or North Carolina A&T State University, its faculty, staff and students; and when it will not interfere with or be detrimental to the ongoing educational program of the University.

Events sponsored by Affiliated and Non-Affiliated Groups are scheduled, and coordinated by the University Scheduler and approved by the Vice Chancellor for Student Affairs, with the cooperation and assistance of other service, administrative and academic units on campus. No sponsoring group has the right to interfere with or disrupt, either in part or in whole, the orderly operation of the University or to interfere with the rights of its students.

Permission to use University facilities may be denied or revoked for non-compliance with the Guidelines and implementing Procedures for the use of University facilities. *Moreover, any use of University facilities not specifically authorized in this policy may lead to sanctions up to and including criminal prosecution. (See Appendix A- Guidelines and Implementing Procedures for the use of University Facilities, pg.66)*

ONE CARD POLICY

The One Card will serve both as an ID card and a debit card. The One Card can be used in a variety of ways on campus, i.e., to make purchases from the bookstore, snack bar, vending machines, to wash clothes, checkout books from the library, make photo copies at the library and enter all University sponsored varsity sporting events. This card is also used on all doors equipped with card readers. Each time the card is used, the cardholder's account is debited for that amount.

Any misuse or abuse of the ID card issued will be a violation of the **Student Conduct Regulations**. Specifically:

- A. Use of an ID card by any person other than by the student for which it was issued is card fraud and will carry the same penalty as credit card fraud.
- B. Loaning the ID card is illegal and will result in disciplinary action for the person loaning the card as well as the person using it.
- C. All lost cards should be reported immediately. If a card is found, it should be turned in to the Student Affairs Vice Chancellor's office, campus police, or the One Card office.

VOTER REGISTRATION

The National Voter Registration Act of 1993 (NVRA) is a federal statute which mandated dramatic changes to states' voter registration procedures by January 1, 1995. North Carolina has met the deadline and has implemented all aspects of the Act.

In compliance with the Voter Registration in North Carolina plan, North Carolina Agricultural and Technical State University supports the most fundamental process of democracy to any student who may or may not have prior experience in the voter registration process.

COMPUTING AND NETWORKING USAGE POLICY

The rapid development of the internet and of information technology requires North Carolina Agricultural and Technical State University to establish specific policy applicable to the technology arena.

Appropriate use of computing and networking resources and insuring the integrity of data and privacy is everybody's responsibilities. Technological and information resources and the access provided by the University to campus resources are to be governed by the Computing and Networking Policy.

The Computing and Networking Usage Policy applies to technology administered by individual departments, to student owned hardware connected to the campus network, to the resources administered by central administrative departments such as University Libraries or Computing and Information Technology, and to actions originating from computer systems maintained by members of the campus community off-campus connecting remotely to the University's network services.

The Computing and Networking Usage Policy applies to all systems owned, managed or administered by the University and any use of those systems. Many specific areas and or systems may have service-specific policies that apply in addition to the umbrella Computing and Networking Usage Policy. Please refer to postings available with each system to identify all applicable policies.

As technology changes and users find new ways to use technology for administrative, academic and research endeavors, the Computing and Networking Usage Policy must evolve. The campus Computer Advisory Committee is entrusted with the responsibilities to propose any necessary changes. Accordingly, an updated Computing and Networking Usage Policy and other related policies and procedures should be posted at <http://www.ncat.edu/~cit/policies/>. It is the responsibility of every user to familiarize himself or herself with policies in place and to abide by them. Questions related to campus computing may be directed to the Director of Client Services.

ACADEMIC INFORMATION AND REGULATIONS

Each student is responsible for adhering to the academic regulations and requirements set forth in the University Bulletin and for revisions of same as posted on campus bulletin boards or released in other official publications of the University. Failure to meet requirements or comply with regulations because of lack of knowledge thereof does not excuse the student from meeting the academic regulations and requirements.

A student's program of study must be approved by his or her assigned advisor, his or her chairperson or a member of the faculty in his or her major department at registration. Advisors provide guidance to students in academic matters and refer students to those qualified to help them in other matters. However, the final responsibility for meeting all academic requirements for a selected program rests with the student.

ADVANCED PLACEMENT

A student entering the University from secondary school may obtain advanced placement and a college credit on the basis of performance on the College Entrance Examination Board Advanced Placement examinations. A score of 3 or higher on any CEEB advanced placement examination will entitle the student to credit for the comparable University course as determined by the Director of Admissions in consultation with the Chairperson of the appropriate department.

PROGRAM OF STUDY

A student should refer to the requirements of their respective departments and schools about his/her program of study and confer with his/her advisor whenever problems arise. The student is expected to follow the program outlined as close as possible. This is very important during the first two years when he or she is satisfying basic degree requirements and prerequisites for advanced work.

DECLARATION OF MAJOR

A student is required to declare a major at or before completing 45 semester hours. If a major is not declared the student will not be allowed to register for the next semester.

REGISTRATION

Registration is a time designated each semester to allow the student and his or her advisor to review the student's records and plan a program for the next semester.

The student has an opportunity to discuss academic problems with the advisor. Registration helps to ensure that the courses requested on the registered schedule will be available to the student the following semester.

Any student who is enrolled in the University during the registration period is expected to register during the period designated for this purpose.

OFFICIAL REGISTRATION

In order for a student to get credit for a course, he or she must be properly registered in that course. This means that the student must have gone through the registration procedures as outlined by the University. Further, the student must have filed with the Office of the Registrar the required class schedule and paid all required tuition and fees.

LATE REGISTRATION

A student is expected to complete enrollment (including the payment of all required fees) on the dates listed on the University Calendar. The payment of fees is part of the registration process. No student is eligible to attend classes until the required fees have been paid.

Students who fail to complete registration during the scheduled dates will be required to pay a late registration fee of \$20.00 on the first day and \$10.00 for each additional day during the late registration period.

AUDITING OF COURSE

A regular student may audit a course by picking up the Audit Form from the Office of the Registrar. He or she must register officially for the course and pay the University Cashier. Attendance, preparation, and participation in the classroom discussion and laboratory exercises shall be at the discretion of the instructor. A student who audits courses is not required to take examinations and tests and they receive no credit. A student may not change his or her registration from audit to credit or from credit to audit after late registration ends.

COURSE LOAD

A full-time undergraduate student is expected to comply with the Board 1993 Plan to Improve Graduation Rates by enrolling in an average of at least 15 semester hours per term in order to graduate in four years. The academic programs of North Carolina A&T State University require 128 semester hours. In order to complete a 128-hour degree program in 8 semesters, it will be necessary for students to carry a course load consisting of an average of 16 semester hours or complete 32 semester hours in an academic year. Undergraduate students enrolled in 12 or more semester hours are designated as a full-time student and must pay full tuition and fees. Full-time students usually carry from 15 to 18 semester hours. To enroll in more than 18 semester hours, students must get approval from the department head and the dean.

The maximum course load that students may carry who are on academic probation is twelve semester hours. Undergraduate students on academic probation who have a cumulative grade point average at or above the minimum level that is required based on the number of semesters completed are exempted from the twelve hour course load limit.

DOUBLE MAJOR

Students, who desire to obtain a major, must file an appropriate request form in the Office of the Registrar. A double major student who involves two departments or two schools must satisfy the major requirements for each department or school.

PREREQUISITES

A course that is designated as prerequisite to another course indicates that the prerequisite is required before taking the next course. Credit may be granted to indicate acceptable performance in the prerequisite course content by successful completion of standardized tests under the College Level Examination test by successful completion of standardized tests under the College Level Examination Program (CLEP) or successfully passing an examination adopted or prepared by the department granting the credit. (See also Course Credit by Examination).

REPETITION OF COURSES

A student who has received a failing grade in a required course at this University must repeat and pass the course unless the dean of the College/ School authorizes a substitute course. No single course may be repeated more than (2) two times. Course withdrawals do not count. Course drops do not count toward the attempts. A course complete with a grade of C- or higher may not be repeated for a change of grade. Special authorization may be requested, as needed, from the Dean of the appropriate College/School to assist the student with completing requirements for graduation.

When a course is being repeated, the course must be indicated on the course schedule form.

Dual course credit is not allowed. For example, only three (3) hours of credit are allowed for a three- (3) hour course. All grades earned by the student are a part of his/her official academic record and will appear on his/her transcript.

CORE REQUIREMENTS OF THE UNIVERSITY

The University has approved principles of flexibility in the course offerings that can be taken to satisfy the core requirements of the University. The areas in the core and the minimum semester hour requirements are found in the Bulletin of North Carolina Agricultural and Technical State University.

COURSE CREDIT BY EXAMINATION

Credit may be earned by examination for any undergraduate course for which a suitable examination has been adopted or prepared by the department granting the credit. The student receives the grade "CE" and regular credit for the number of hours involved. However, the credit hours are excluded in computing the student's grade point average.

Credit may also be granted for the successful completion of standardized tests under the College Level Examination Program (CLEP), as approved for specific courses by University departments. There is no maximum amount of credit that a student may earn, but a student must complete a minimum of three semesters as a full-time student in residence at the University. Fees for CLEP and other standardized examinations are determined externally, rather than by the University. These credits are treated as transfer credits. Questions about the program may be addressed to the Director of Admissions, or the Director of Counseling Services.

GRADING SYSTEM

- A Excellent 4
- B Good 3
- C Average 2
- D Below Average, but passing 1
- F Failure 0
- I Incomplete
- CE Credit by examination
- AP Satisfactory (non-credit courses)
- U Unsatisfactory
- AU Audit
- W Withdrawal
- P Passing

ACADEMIC RETENTION

The normal load for an undergraduate student is sixteen (16) credit hours per semester. The minimum load for a full-time undergraduate student is twelve (12) credit hours per semester. The student is expected to make normal progress toward a degree. Normal progress means the completion of sixteen or more hours each semester with a 2.0 grade point average or higher for a full-time student.

If Withdrawal Is Within The Following

Weeks Of Official Registration Date	Percentage of Credit
1 week	90%
2 weeks	80%
3 weeks	60%
4 weeks	50%
5 weeks	20%
After 5 weeks	No Refund

Board Refund is pro-rated for remaining days in the semester based on the Monday following withdrawal. There are no room refunds since students are responsible for their entire semester's room charge as stated in the housing contract.

Duplicate Issue of Service Cards:

Duplicate ID/Meal Card (Lost, Misplaced or stolen) \$20.00
 Validate Bill & Replacement Fee

The University does not honor contracts, charges or purchases made by students or student organizations in the name of the University unless it has been approved by an Advisor, the Office of the Vice Chancellor for Student Affairs, and the Business Office. All purchases of supplies and equipment for the operation of the University are handled through the Business Office.

CLASS ATTENDANCE POLICY**Class Attendance**

The University is committed to the principle that regular and punctual class attendance is essential to the students' optimum scholastic achievement. An absence, excused or unexcused does not relieve the student of any course requirement.

Regular class attendance is a student obligation, and a student is responsible for all the work, including tests and written work, of all class meetings.

Instructor's Responsibility

- 1) Description of attendance requirements should be stated in the course syllabus and announced in class, particularly at the beginning of each term. If class attendance is to affect a student's course grade, then a statement to that effect must be a part of the course syllabus distributed to each student.
- 2) Instructors will keep attendance records in all classes. Each instructor has the right to prescribe procedures as to how and when attendance will be taken.

Student's Responsibility

It is the responsibility of each student to learn and comply with the requirements set by the instructor for each class in which one is registered. The student should:

- 1) Have knowledge of each instructor's attendance and monitoring practices for class absences during the term.
- 2) Become familiar with all materials covered in each course during absences and make-up work of any work required by the instructor.
- 3) Initiate the request to make-up work on the first day of class attendance after the absence. **Policy on Make Up of Required Course Work**

The administration, faculty and staff recognize that there are circumstances and events which require students to miss classes and require course work which may be performed or due on the day of the absence. Also they recognize that required course work is needed to give each student an adequate performance evaluation. Therefore, whenever reasonable (and more specifically described below), students should be allowed to make up required work.

The following definitions will apply with respect to this policy:

- a) Required course work—All work which will be used in the determination of final grades; e.g. examinations, announced quizzes, required papers and essays, required assignments.
- b) Instructor—Person responsible for the course and providing instruction and evaluation.
- c) Permissible reasons for requesting make up of required work—Sickness (verification needed)—death of relative (immediate family); participation in approved University related activities; acting in the capacity of a representative of the University (band, choir, sports related travel, etc.); extraordinary circumstances (court appearance, family emergency, etc.); require a signed statement. NOTE: Other reasons for requesting make up of required course work are not acceptable.

INSTRUCTORS SHOULD SCHEDULE MAKE UP WORK AT A TIME THAT IS CONVENIENT TO BOTH THE INSTRUCTOR AND THE STUDENT.

- d) Documentation—Verification of sickness requires signed statement of a physician or a duly authorized staff member of the Health Center. Verification of death requires signed statement from the Minister or Funeral Director.

Verification of participation in University related activities requires signed statement from the Office of the Vice-Chancellor for Academic Affairs.

Verification of other reasonable circumstance for example; court appearance, family emergency, etc. requires a signed statement from an appropriate official (e.g., Court Official, parent or guardian, etc.)

The policy regarding make-up of required course work is as follows:

- (1) A student may petition an instructor to make up required course work whenever the student has a permissible reason for requesting make up of required course work.
- (2) Student will be required to present documentation, which verifies absence constituting permissible reason.
- (3) Whenever possible, a student should consult with the instructor prior to an absence which will involve the failure to do, required course work. Arrangements for make up should be discussed and agreed upon at this time.
- (4) A student must petition for make up of required course work on the first day that he returns to class.
- (5) If permission is granted to make up required course work, the instructor and the student should agree on an acceptable date for accomplishing the make up of missed required course work.
- (6) Failure to comply with item 4 may result in the denial to make up required course work.

GENERAL REQUIREMENTS FOR GRADUATION

A candidate for a degree from North Carolina Agricultural and Technical State University must satisfy the following minimum requirements:

1. Choose a specific curriculum leading in one of the schools and complete the requirements of this curriculum.
2. Complete a minimum of 124 semester hours excluding deficiency courses and remedial work for the Bachelor's degree.
3. Complete the core requirements of the University in English, Mathematics, Natural Science, Social Science, Humanities and Health or Physical Education for the Bachelor's degree.
4. Earn an average of two (2) grade points for every semester hour undertaken including hours passed or failed. After completing the number of credit hours required for graduation, if the student is deficient in grade points, he or she must take additional courses that have been approved by his or her academic dean to secure these points. Student also obtains an average of 2.0 or more in his or her major field.
5. Complete a minimum of three semesters as a full-time student in residence at the University. This requirement includes the two semesters prior to the period when the student completes his/her requirements for graduation. At least one half of the credits in the student's major field must be earned at the University. Exception to either of these provisions may be made upon the recommendation of the Chairperson of the student's major department with the approval of the School Dean.
6. Clear all academic conditions by the end of the semester preceding graduation.
7. Pay all University bills and fees.
8. File an application for graduation with the Office of The Registrar in accordance with the schedule below:
 - A. May Graduation—By last day for late registration for spring semester
 - B. Summer Graduation—By the end of the second week of class in the summer session
 - C. December Graduation—By the last day for the late registration for the Fall Semester.

GRADUATION WITH HONORS

Graduation honors are awarded undergraduate candidates who complete all requirements for graduation in accordance with the following stipulations: (1) Those who maintain a general average within the range of 3.00 to 3.24 will receive CUM LAUDE, (2) those who maintain a general average within the range from 3.25 to 3.49 will receive MAGNA CUM LAUDE, (3) those who maintain a general average within the range of 3.50 to 4.00 will receive SUMMA CUM LAUDE.

All hours attempted are included in the grade point average computation for honors. This means that when a course is repeated both grades are added in the computation. A minimum of 60 percent of the credit hours required for a degree program must be earned at A&T State University to be considered for honors. This means that if the program requires a total of 126 hours, 75 of those hours must be earned at A&T. Persons who have obtained a baccalaureate degree and return or enroll for a second baccalaureate degree are not considered for honors. Publication or honors and scholarships are made at commencement.

COMMENCEMENT PARTICIPATION

Two commencement programs are scheduled each year, one in December for fall and summer graduates and one in May for spring graduates. Students must meet the following requirements to be eligible to participate in the commencement:

- Have completed degree requirements the semester/session prior to the upcoming commencement ceremony for which they plan to participate; or
- Be enrolled in the final courses and/or academic activity necessary to complete degree requirements in the semester for which they plan to participate in the respective commencement.

In either scenario, all students must submit an application for graduation to the Registrar's Office prior to the commencement deadline for either May or December. The student must be "cleared" by the Registrar's Office to be approved to participate in the commencement activities.

Students who complete degree requirements during summer session(s) will NOT be eligible to participate in the preceding May commencement activities. However, they will be eligible to participate in either the following December or May commencement provided they meet the respective requirements as stated above.

GRADUATION UNDER A GIVEN CATALOGUE

A student may expect to earn a degree in accordance with the requirements of the curriculum outlined in the catalogue in force when he or she first entered the University, provided the courses are being offered. Moreover, he or she must complete these requirements within six years. In addition, he or she may graduate under any subsequent catalogue published while he or she is a student. If a student elects to meet the requirements of the catalogue other than the one in force at the time of his or her original interest, he or she must meet all requirements of the catalogue he or she elects.

RELEASE OF STUDENT INFORMATION

Public law 93-380 permits the release of "directory information" about students, without the students' written consent. Directory information includes: Students' name, address, school, major, sex, marital status, dates of attendance, degree received and the institutions attended prior to NC A&T. The law further provides that any student may upon written request, restrict the printing of such personal information relating to himself or herself as is usually included in campus directories. A student may fill out a **Non-Disclosure Of Academic Records Form** in the Office of the Registrar the first week of matriculation at the University if a student desires to have directory information withheld. A request for non-disclosure will be effective for one year.

STUDENT SERVICES AND PROGRAMS

The Division of Student Affairs at North Carolina A&T State University is organized for the purpose of providing programs and services that complement the academic mission of the University. Accordingly, very definite efforts are made:

1. To help students to become better acquainted with themselves and the various problems confronting them.
2. To help students to develop the ability to make satisfactory choices and adjustments.
3. To aid students in making desirable adjustments in-group relationships.
4. To provide cultural and social experiences which will help students to develop an appreciation for the best in their cultures.
5. To promote the physical, mental, moral and spiritual development of students.

The achievement of the broad objectives for the Student Affairs area requires a comprehensive offering of student services, programs, and activities as highlighted in the following sections.

OFFICE OF THE DEAN OF STUDENTS

The Office of the Dean of Students seeks to promote ethical conduct and responsible student behavior by educating the student on expected standards of behavior. This office further assists the student to consider in advance the consequences of behavioral infractions and to accept responsibility for one's own actions. Student training is offered to the Student Government Association Executive Board, the Student Judiciary Council, the Student Senate, and the Dean of Students Advisory Council. Training modules include conflict management and resolution, leadership development, governance, and student conduct regulations. Through these concerted efforts, the goal is for students to become campus stewards and global citizens. The Dean of Students assists the Office of the Vice Chancellor for Student Affairs in the overall administration of the Student Affairs Division, which includes student services, student life, and student development for undergraduate and graduate students. The office strives to promote campus safety and harmony by maintaining an environment consistent with the educational purposes and operations of the University. The Dean of Students is primarily responsible for the day-to-day administration of Student Judicial Affairs, oversees the operations of the Student Government Association, and supervises and supports the activities of the following administrative units.

- International Students and Scholars
- Counseling Services
- Veterans and Disability Support Services
- Minority Student Affairs

The Office of the Dean of Students serves in an advocacy role to improve student life through cooperation and collaboration with students, faculty, administration, and staff.

COUNSELING SERVICES

The University makes provisions for counseling, testing and guidance for all students through the Counseling Center, located in 108 Murphy Hall.

Counseling Services conducts a testing program for all freshmen students. The results of this program are used to assist freshmen in the planning of their educational and vocational careers. The office conducts other testing programs that are required or desired by various departments of the University.

Counseling Services offers students the opportunity to discuss with a trained professional counselor any questions, dilemmas, needs, problems or concerns involving educational, career/vocational, social, personal or emotional adjustment that may occur during their college experience.

The following is a list of services available through the Counseling Services:

1. Individual/group, personal and social counseling.
2. Academic and Career/Vocational Counseling.
3. Individual test administration, and interpretation covering the areas of intelligence, aptitude, personality, interest, achievement and other programs required or desired by departments of the University.
4. University Diagnostic and Placement Testing Program for all freshmen to assist in the planning of their educational and vocational careers and other programs required or desired by departments of the University.
5. College Level Examination Program (CLEP) for course credit by examination.
6. National Testing Program which includes application and information for the PRAXIS Teacher Examinations, Graduate Management Admission Test, Graduate Record Examinations, Allied Health Professions Admission Test, Veterinary College Admission Test and other similar examinations.
7. Graduate student internship training laboratory.
8. Graduate school information and cooperation in the placement of graduates who desire to pursue graduate studies.
9. Withdrawal Exit Interviews.
10. Outreach counseling programs and activities.

HEALTH SERVICES

The Sebastian Health Center at North Carolina A&T State University is committed to providing the highest quality primary health care, counseling and health and wellness education through trust-based, caring, accessible and affordable services. All activities and programs of the Sebastian Health Center operate to assure a nonjudgemental environment with sensitivity to all individuals including those with disabilities and those representing diverse cultural, racial, religious, groups. A professional staff of doctors and nurses collectively balance the very latest in technology and treatment with the highest respect and personal concern for the University Community.

1. **Medical Services:** The University maintains a Director of Health Services. University Physicians are in attendance in the Health Center daily--morning and evening, Monday - Friday.
2. **Nursing Services:** Registered nurses under the direction of a Nurse Supervisor and on-call physician are in attendance daily on a sixteen hour basis to treat and evaluate students' health needs and answer any questions pertaining to health and wellness concerns.
3. **Laboratory Services:** A Certified Laboratory Medical Technologist is on duty daily, Monday-Friday to perform various laboratory tests as ordered by the physicians.
4. **Follow-up and Consultation Services:** Follow-up services are given through the Health Center and referral to specialists and various community agencies are made upon recommendations of the University Physicians.
5. **Physical Examinations:** Special Student Groups are given complete physical examinations at the Student Health Center prior to participation in any organized team sport. These groups usually include athletes, nursing students, student teachers and advanced ROTC cadets. An entrance medical history form is required prior to participation in these activities.
6. **Medical Records:** All students are required to submit a physical examination and record of immunizations as specified by the North Carolina State Immunization Law. (Please see the Report of Medical History Form included in the Admissions packet).
7. **Pharmacy Services** are available Monday-Friday from 8:00AM to 5:00PM. Over the counter medications are available upon request.
8. **Health Education:** A qualified Health Educator is available from 8-5 daily to provide educational counseling, disseminate educational materials and information to students in the residential halls, classrooms or in the Health Center.

The Health Center accepts cash, check, one card, visa and master card.

HOUSING AND RESIDENCE LIFE

The Office of Housing and Residence Life has a total housing capacity of approximately three thousand (3,000).

In order to live in University Campus Housing a person must be currently enrolled as an A&T student.

Occupancy of Rooms

First year students will receive a Housing Application from the Admission office. If campus housing is desired, the students should return the application as quickly as possible to the **Office of Housing and Residence Life, 226 Murphy Hall**. A non-refundable Processing/Programming Fee of \$150.00 must accompany the application.

Continuing students desiring on-campus housing participate in a Housing Selection Process (HSP). Students that do not get housing through the HSP but still desire to live on campus should periodically check space availability by contacting the Office of Housing and Residence Life.

The Housing and Residence Life halls on campus are:

Female	Male	Co-Ed
Holland	Scott A	Aggie Inn (S. Elm-Eugene)

Holt	Scott B	Alex Haley
Holt Annex	Curtis	Cooper
Morrison*		Scott C
Morrow		Vanstory
Zoe Barbee		

The 4 Honor Houses are Benbow I, Daniel I and II, and Holt Annex. Aggie Suites is a privately owned facility located on the Northeast side of campus. Aggie Terrace is a privately owned facility housing graduate students, single parents, and married students located on the corner of Market St. and Benbow Rd.

Residence Hall Staffing

A Residence Life Management Team manages each residence hall. The purpose of this team is to manage the hall/facility and (as appropriate) assist/help the students with any concerns they may have. Those concerns include (but are not limited to) safety, comfort, maintenance, roommate and personal concerns, programming, etc. The Residence Life Management Team consists of the Hall Director, Graduate Assistant and a number of responsible students called Resident Assistants (RA's) or (in some facilities/residence halls) Community Assistants (CAs). The Hall Director is the chief administrator of the residence hall. The Facility Manager is the chief administrator of residence entities that are called facilities. The Graduate Assistants are graduate students that work in the residence halls part-time. The RAs and CAs are upper-class students that live in the residence hall/facility. Each floor of each residence hall usually has one or more RAs. CAs are usually properly dispersed in facility communities. The RA's and CA's assist students 24-hours a day.

Residence hall staff and students host special recreational, social, safety, cultural, and educational programs. These positive programs enhance the quality of on-campus living and group interaction experiences. Typically included in these activities are hall meetings, guest speakers, workshops, rap sessions, party and fun events, sport events, etc.

Leadership Opportunities (Residence Hall and Residence Life Councils)

Each residence hall has a Residence Hall Council. Combined, the residence hall councils constitute the Residence Life Council. Students who are elected to the offices of President, Vice-President, Secretary, Treasurer, etc. lead the councils. Every student resident of the hall/facility is a member of the Residence Hall Council. The Residence Hall Councils and Residence Life Council provide excellent opportunities for students to meet each other, work together and enhance their organization and leadership skills.

Residence Hall Policies:

- A. Students living in University Residence Halls are expected to govern themselves according to normal and acceptable behavior. Successful group living requires respect for the person, presence and consciences of other members of the community. Therefore, standards are necessary. The Residence Management Team will clearly communicate the standards to the residents of the respective residence halls/facilities. The standards will be enforced. Violators will be punished.
- B. Residents will be subject to eviction by the Office of Housing and Residence Life/Vice Chancellor for Student Affairs for acts that are contrary to the interests of the Residence Hall community. The Department of Housing and Residence Life expects students to conduct themselves responsibly. Students should be mindful of the fact illegal that activity is prohibited by law. Unethical and/or immoral behavior will not be tolerated. Incidences of any such activity will be referred to the Assistant Director for Residence Life. The Assistant Director for Residence Life will (as appropriate) notify the Director of Housing. The Assistant Director of Residence Life will either handle the situation or refer the case to the respective Residence Hall Conduct Council (RHCC), the Residence Life Conduct Board (RLCB) or to the Dean of Students' Judicial Affairs Office. When cases are referred to a RHCC, the RLCB or to the Dean of Students' Judicial Affairs Office, Proceedings and/or Hearings will be held. Appropriate disciplinary measures and/or sanctions will be ordered. Residence Life Disciplinary Measures may include the assignment of Residence Life Disciplinary Service (RLDS).
- C. **The following are Not Permitted in the Residence Halls:**
 - 1. Pets/animals. Snakes are forbidden.
 - 2. Refrigerators larger than four (4) cubic feet internal dimensions (each resident may have one [1] refrigerator).
 - 3. Appliances exceeding 200 watts.
 - 4. Guns, knives (except safe utensils for the cutting of food), other lethal weapons.
- D. **Prohibited behavior includes, but is not limited too:**
 - 1. Use of illegal drugs as defined by Chapter 90 of the North Carolina Statute. **The University's Zero Tolerance for Drugs Policy will be strictly enforced.**
 - 2. Other acts which violate federal, state or local laws.
 - 3. Throwing, bouncing and/or otherwise playing of ball in residence halls/residence facilities.
 - 4. Horseplay, including climbing out of windows and/or onto roofs, for any reason.
 - 5. Riding bike(s), skateboard(s), shopping cart(s) or any other conveyance in the halls, or on breezeways.
 - 6. Public nudity (except in residence hall rooms [during non-coed hours] and restroom shower areas).
 - 7. Indecent exposure.
 - 8. Unsanitary acts (see "Sanitary Conditions In Residence Halls" in the manual on Student Conduct Proceeding Processes)
 - 9. Intimate sexual activity in residence halls and/or on the premises thereof.
 - 10. Any other act that could threaten the safety and/or well being of members of the community. **The University's Zero Tolerance for Aggressive Behavior Policy will be strictly enforced.**

Suspension and/or Termination of University Campus Housing Privileges

The Director of Housing and Residence Life has the authority to terminate any Residence Hall or Residence Facility contract (on an interim basis) prior to the proceeding process depending on the severity and/or sensitivity of the offense; the Director of Housing and Residence Life may immediately suspend a student's University Campus Housing Privileges pending the convening of a Judicial Hearing.

Depending on the severity and/or sensitivity of the offense, a student's University Campus Housing Privileges may be suspended and/or terminated by the Dean of Students, the Vice Chancellor for Student Affairs or the Chancellor of the University.

When a student's University Campus Housing Privileges are suspended and/or terminated for disciplinary reasons, no refund of monies paid for Campus Housing Charges will be made.

RESIDENCE HALL VISITATION

Policies, Procedures, and Guidelines Regarding Visitation

VISITATION

Definition: The company of a member of the opposite sex or same sex during the specified time period allotted in which guest may visit in the residence hall.

HONOR SYSTEM

Definition: The confidence and high opinion of the campus community toward university students in the belief that they will remain responsible in maintaining university standards for their own behavior.

The following visitation policy is presented as the University's assumption of its responsibility to resolve the matter of visitation practice within residence halls of its campus. The policy is the result of considerable research and extensive discussion, and attempts to satisfy all those involved including students, faculty, administrators and other University personnel.

1. Procedures

- a) When approved by proper vote, visitation may begin in all residence halls on the first Thursday following the beginning of classes in each semester and summer school, or shortly thereafter.
- b) Visitation may be approved by a 2/3 affirmative vote of the residents of the hall. Voting shall be by secret ballot and shall be supervised by the hall directors. When not approved as stated herein, visitation will not be held in that residence hall/facility.
- c) The policy of visitation may be reconsidered at a meeting of the residents of a residence hall/facility if a petition is signed by one-tenth of said residents. The policy may then be changed by a two-thirds vote provided that a majority of the members of the hall are present and voting at the meeting.

2. Guidelines

- a) Visitation hours are as follows:

Monday-Friday	4:00 p.m. - 12Midnight
Saturday-Sunday	12:00 noon - 12Midnight

Summer School
Sunday-Saturday 4:00pm-12:00 Midnight

Some residence halls may vote to have a modified schedule

- b) Each participant will be limited to two guests. Exceptions may be accorded in special cases by the residence hall supervisor.
- c) The University reserves the right to reject, at any time, the policy of visitation when flagrant and repeated violations occur.
- d) Each participating resident shall sign in/out guest(s) of the opposite sex. Same sex visitation shall be directed under the honor system for entertaining guests in the residence halls/facilities.
- e) Any guest found in the residence halls/facilities after visitation hours will be subject to disciplinary action, or charged for trespassing

- f) Each guest shall enter and leave by the front door of the residence hall. While in the residence hall, guests shall be accompanied by the resident host or hostess.
- g) The resident host or hostess is responsible for the action(s) of the guest(s) (except in instances determined to be beyond the control of the resident host or hostess). If a situation occurs in an instance determined to be beyond the control of the resident host or hostess, that host or hostess has the responsibility of immediately reporting such situation to a member of the hall's/facility's Residence Life Management Team.
- h) In male residence halls, at least one restroom will be designated "Female" (or "Women").
- i) In female residence halls, at least one restroom will be designated "Male" (or "Men").
- j) Visitation schedules shall be prominently displayed in appropriate area of participating residence halls.
- k) Halls not allowing co-ed visitation shall prominently display signs that read "**No Visitation**".
- l) The presence of the guest(s) must not result in unreasonable inconvenience or annoyance to the roommate or to the other residents.
- m) Certain residence halls are approved to operate on a modified guest schedule. During the first two weeks of school each of those halls shall define the visitation hours. A community agreement will be posted.
- n) Exceptions for visitation hours may be granted for parents of residents.

Repeated violations of these policies will be reported to the Assistant Director for Residence Life who will make the proper referral.

Guests visiting residence halls shall have and (upon request) produce proper identification. "Proper identification" means an official document that contains the guest's first and last name and a clearly visible photograph/picture of the guest.

Loss of Privileges

Like most opportunities at the university, visitation is not a right, but rather a privilege that may be suspended at any time for violations of policies. Visitation privileges may be suspended administratively by a Residence Hall Director, the Office of Housing and Residence Life, or by a judicial hearing officer as a result of disciplinary action.

Institutional/Residence Hall Withdrawal and/or Refund

In order to cancel a room assignment, a written statement must be submitted and postmarked by August 1. After August 1 and December 15 (for spring assignment), the person will be billed the entire amount for housing and dining and subject to the appeals process.

There are rare exceptions that qualify the student to break the Residence Hall and Dining Contract. Such requests must be submitted in writing for the Appeals Board to review (and must fall under certain guidelines). The Appeals Board meets three times a year, --the second Wednesday after classes has started each semester and two Fridays preceding the last Friday of finals in the fall semester.

It is never appropriate to leave or move-out of housing or the University without completing the withdrawal process (including being formally released and checking-out of housing). Vacating the residence hall without proper release or withdrawing from the university validates your leave as "unauthorized". Unauthorized leaves will be billed for the entire academic year.

SMOKING POLICY

Our residence halls operate under a "No Smoking" policy. When smoking is permitted it must be done in designated area only. We do not designate area for smoking. If you indicate that you are a smoker, we will do our best to accommodate you with another smoker (smoking in that case would be confined to your room). If you are a smoker assigned with a non-smoker, smoking is not allowed in the room.

The Office of Housing and Residence Life had published a No Tolerance Policy for marijuana. Included in this policy is a No Tolerance policy for the smell of marijuana in the residence hall rooms. The No Tolerance Policy for Marijuana will be strictly enforced.

OFFICE OF INTERNATIONAL STUDENTS AND SCHOLARS

The International Students and Scholars Office (ISSO) coordinate programs and services for non-immigrants and immigrants enrolled at North Carolina A&T State University. International students and scholars represent over 80 countries. Assistance is offered with admissions and registration processes, pre-arrival and arrival, housing, insurance, immigration matters, on campus work authorization, orientation, and adjustment to the University and the community. The office also cooperates with departments and student organizations to provide activities that enhance cultural, social and personal development.

Legal regulations governing students and scholars are complex and there are severe consequences for non-immigrants who fail to comply with immigration regulations and provisions of the visa. Non-immigrants are encouraged to speak with the ISSO regarding immigration matters or concerns that may negatively impact continued enrollment at the University and/or one's eligibility to remain in the United States.

The International Students and Scholars Office is located in Room 221 Murphy Hall. The building is located at the corner of Nocho Street and S.G. Thomas Drive, near the Williams Cafeteria Complex. Please call (336) 334-7551 or e-mail: isso@ncat.edu with questions for additional information. Information specific to the Bureau of Citizenship and Immigration Services is available at www.bcis.gov.

The ISA

The Office advises the International Student Association (ISA) and assists with programming for the organization. The ISA is a dedicated group of students representing international students throughout the world. The organization is open to all students and requires a minimal membership fee. The organization participates in annual University festivities and also plans monthly meetings and activities that promote cultural awareness and discussion. The ISA also promotes multicultural understanding by participating in a variety of activities in the Greensboro community. Visit the ISA web site: www.ncat.edu/~isa.

Verifying Status

All international (foreign-born) students are required to verify their immigration/residency status as part of the admission/registration process by providing acceptable documentation to the International Students and Scholars Office. Non-immigrants are also responsible for notifying both the Bureau of Citizenship and Immigration Services (BCIS-formally INS) and the ISSO (room 221 Murphy Hall) of any change in immigration status and/or address. Please visit ISSO website at www.ncat.edu/~isso or contact staff at (336) 334-7551.

Foreign-born students with immigrant status applying to attend or continuing in attendance or continuing in attendance at the University are also required to provide documentation of permanent residency, U.S. naturalization, asylum, refugee status and/or resident alien status before enrolling and/or continuing at the University. U.S. Naturalized citizens may use the certificate and/or the passport for documentation. Other immigrants "pending immigrant status" may not be acceptable for full-time enrollment at the University. Please speak with a staff member if you have a "pending" petition or application with the Department of State or the Bureau of Citizenship and Immigration Services (BCIS).

At the beginning of each semester, the ISSO offers a mandatory orientation for new international students. Attendance at this session will assure that international students are made aware of requirements to maintain lawful status with Immigrations while completing the requirements for the degree program. The orientation is scheduled so that students can also complete the requirements for the degree program. The orientation is scheduled so that students can also complete the required deadlines to report enrollment to the Department of State and/or the Bureau of Citizenship and Immigration Services (BCIS). There is a fifteen (15) day reporting requirement imposed by the BCIS.

Enrollment Requirements

All non-immigrants student (F and J) visa holders are considered and classified as "non-resident/out-of-state students and are assessed out-of-state fees.

It is the responsibility of each non-immigrant to maintain legal status while at North Carolina A&T. Non-immigrant in F-1 visa status is required by the BCIS to enroll full-time (12 hours undergraduate/9 hours graduate/6 hours with graduate assistantship) and maintain a minimum overall grade point average consistent with remaining in "good academic standing" at the University (2.0 undergraduate/3.0 graduate and Ph.D.). F-1 students do not have to enroll full-time during the summer sessions. With the exception of summer terms, enrollment must be consecutive throughout the completion of the degree program. All questions and requests regarding enrollment requirements must be discussed with ISSO staff and must have ISSO approval BEFORE changes are implemented.

Employment

F-1 non-immigrants are not eligible to work off-campus without approval from the Bureau of Citizenship and Immigration Services (BCIS). F-2 and H-4 non-immigrants are not eligible to work in the United States.

F-1 non-immigrants are eligible to work up to 20 hours per week on campus. Work affiliated with assistantships, tuition and fees, stipends or combinations of the same are considered to meet this privilege. No additional "work for financial compensation" can be accepted. In some cases students may not spend the full 20-hour "physical presence" maximum allowed by the BCIS; however, the rate of compensation provided by the department/program is binding to the 20-hour privilege.

Prior to accepting on campus work and compensation, non-immigrants must apply for and receive a social security number. Non-immigrants cannot begin work until the Social Security Card is issued and documented by the ISSO. In addition, all students and scholars receiving income within the United States must file State and federal income taxes.

There are severe consequences for non-immigrants who fail to comply with the Bureau of Citizenship and Immigration Services (BCIS) regulations regarding work. These consequences can include deportation from the United States.

Insurance

The Bureau of Citizenship and Immigration Services requires that all non-immigrant students and scholars on F and J visas, as well as their dependents residing in the United States, maintain comprehensive health and accident insurance coverage that includes repatriation and medical evacuation. In addition, the policy must have specific levels of coverage to insure that it is adequate to provide for medical costs in the U.S. International students should not purchase insurance policies prior to arrival, unless the coverage is for the specified period from home country departure to enrollment in a new policy at the University. Government sponsored students and students with pre-existing medical conditions should not cancel the insurance in order to purchase the plan available through the University. These students should consult with ISSO staff immediately. International students failing to provide proof of adequate insurance to the International Students and Scholars Office by the end of the official registration will be out of status with BCIS. Costs change from year to year; however, payments should be made at the beginning of each semester as billed by the University.

THE UNIVERSITY EVENT CENTER

The University Events Center serves as the center through which all on-campus activities will be scheduled and executed. The Center services students, student organizations, faculty, staff administrators and university divisions and offices as well as the outside community in assisting with the events include lectures, receptions, performances, press conferences, concerts, speakers, conferences athletic events and any other activities that are scheduled.

The purpose of the Center is to assist in the selection of venues, securing catering and audio/visual services, set-up and breakdown, floor-plan design, security and marketing. The Center will operate to ensure that each and every event that takes place on University grounds will be executed efficiently and within the give timeframe.

For more information on the University Events Center or to schedule an event, please contact Mr. Ryan Z. Maltese, Events Center Director at 336-256-2058.

MULTICULTURAL STUDENT CENTER

North Carolina A&T State University is committed to the enrollment and retention of a diverse student population. The Multicultural Student Center seeks to create a welcoming space for all students who attend NC A&T SU. Located in Murphy Hall (suite 204) it is part of the Division of Student Affairs, and thus serves a dual purpose: to facilitate students' personal growth while supporting the academic mission of the University.

The Multicultural Student Center seeks to create an awareness of and appreciation for ethnic and cultural diversity through programming. From special celebrations such as Dia de los Muertos or Multicultural Thanksgiving, to seminars and trips, the MSC promotes cultural exchange and understanding. Although we specially seek to serve students from underrepresented groups, including African, Asian, Native American, Caucasian, Hispanic/Latino, International, Non-Traditional, GLBT and Others, all students are welcomed and encouraged to participate.

Supporting the Multicultural Student Center is one way in which the University has dedicated itself to building bridges of knowledge, cooperation and understanding between persons of differing ethnic and cultural backgrounds. The Multicultural Student Center offers leadership opportunities, social and service activities, often in cooperation with other campus organizations. Through workshops, mentoring programs, movies, field trips, counseling, leadership training and a variety of outreach projects, MSC reaches students throughout the Aggie community and enhances their college experience.

The Center is open from 8am - 5pm daily and is staffed by the Director and Coordinator.

MEMORIAL UNION

The Memorial Union functions as the "Community Center" for the University and its constituency by providing a diversity of services, activities, and amenities. The "Union" serves as the headquarters for the Student Government Association, the Student Union Advisory Board, Minority Student Affairs, Aggie Escort Service, the Yearbook Office, Intramural Sports and Recreation, the Ron McNair Program, the Commuter Student Center, and the Aggie One Card services. Additionally, the Memorial Union offers room accommodations and setup services for events that vary from small group meetings to large banquets, a variety of workshops and displays. Other amenities of the Union include art displays; comfortable lounge areas; a recreation area with bowling lanes, a computer lab with internet access, elaborate conference rooms, an Information Center, a Convenience Store, a Food Court and outdoor courtyard, ATM service, FAX service, and a copier corner.

A primary goal of the Memorial Union is to promote an involved community through the various services, amenities, and programs that are made available to the campus. The Union's location in the heart of the north campus provides an excellent co-curricular community for students, faculty members, alumni, and guest served by the university. Additionally, the programming and recreational activities of the Student Union Advisory Board have a unique focus on the cultural and social development of participants.

OFFICE OF CAREER SERVICES

The Office of Career Services (OCS) team is here to assist you in every way that we can. The primary mission of the Office is to provide centralized, comprehensive and progressive programs, services and resources designed to prepare students to successfully pursue meaningful career opportunities. Continuous career development assistance is also available to alumni of the University.

Its centralized, comprehensive and progressive programs, services and resources are tailored to be a gateway for the enhancement of the skills necessary to keep the A&T Aggie competitive in the workplace. All students are encouraged to register with the OCS and actively take advantage of the services offered.

OCS is available to students 24/7, either by visiting the Office in Room 101 Murphy Hall or online at www.careerserv.ncat.edu.

Student Eligibility

Individuals who are formally enrolled in a degree-seeking program at North Carolina A&T State University or who are A&T graduates are eligible to use the facilities, programs and services of the Office of Career Services.

Truth In Disclosure

Falsification of online Registration/Web Resume data will result in the loss of the privilege to use the Office of Career Services, including interview registration privileges. It is the student's responsibility to review registration information for accuracy and completeness prior to submission to the Office of Career Services. Falsification of data is a serious offense and this policy will be enforced. **(Reference NCA&T Student Handbook/Student Conduct: Misconduct Prohibited by the University, No 27).**

Student Employment Programs

Cooperative Education (Co-op)

What is cooperative education? Cooperative Education (Co-op) is an optional, counseling-centered and supervised program that offers students the opportunity to alternate periods of academic study with periods of work closely related to their major field of study. The combination of academic study and work produces an overall learning experience that gives greater meaning to students' studies and more direction to career development. This program is non-compulsory; however, the University urges students to gain work experiences either through internships or cooperative education assignments prior to graduation. The program is student oriented and centralized.

Who can participate? Any undergraduate and graduate students seeking a degree at North Carolina A&T State University (NCA&T) can participate. Participants must establish and maintain at least a 2.0 overall grade point average. Freshmen must complete their first academic year prior to their first work assignment. Transfer students must complete one semester. Students must be registered with the Office of Career Services (OCS).

Part-time employment opportunities are posted as received in the Office of Career Services. These jobs represent local and regional opportunities for students who are interested in supplemental income during the school year. Students are responsible for making the appropriate contacts and following through with prospective employers.

Summer internships offer students the opportunity to gain work experience in industry and government. These positions are offered during the summer and are highly competitive. For employers that do not actively interview during the summer and are highly competitive. For employers that do not actively interview during the recruiting season, announcements are available on-line.

Permanent Career Options

On-campus Recruitment Students scheduled to graduate during the current academic year are eligible to interview and be referred for permanent job opportunities. These opportunities represent local, state, national and international arenas. North Carolina A&T observes October 1st through November 30th as the official on-campus recruiting period for the fall semester. During the spring semester, interviews can be scheduled between late January and mid-April. There is no recruiting during the months of May through September or during the month of December. The Office of Career Services publishes an online Recruiting Bulletin on the first of each recruiting month. Students/Alumni must be registered with the Office of Career Services before they are allowed to interview.

AWARENESS PROGRAMS/CAREER FAIRS

In addition to the recruitment function, the Office of Career Services is actively involved in exposing A&T students to career opportunities and professionals in various career fields. This is accomplished through annual career awareness programs, employer-sponsored workshops and information sessions. The annual programs include the following:

Career Awareness Program. This program is held in September to give students an opportunity to network with approximately 200 companies/agencies to find out services/products produced, majors being sought, and opportunities available (permanent, summer, co-op). It is open to all majors and classifications.

Graduate & Professional School Career Day is usually held in the fall semester and allows students an opportunity to broaden their knowledge of post-baccalaureate and post graduate degrees. Graduate and professional schools participate from across the United States.

Career Day for Nurses Provides an opportunity for students to increase their awareness of the types and availability of careers in health services.

Education Expo is held during the spring semester and is specifically designed to assist education majors. School systems from across the country attend to discuss opportunities in teaching and administration.

Spring Career Fair is held during the spring semester and gives students to discuss summer intern and co-op opportunities with participating employers.

SERVICES PROVIDED TO STUDENTS

The Office of Career Services hosts workshops, seminars, counseling sessions, classroom presentations, and information sessions on a regular basis. Representatives of industry also schedule general information sessions the evening before they interview prospective candidates.

- On-line Registration
- Access to sign up for on-campus interview online
- Access to summer internship, co-op, full-time and part-time off-campus positions
- Cooperative Education Information Packet
- Free copies of Career Development Guide and magazines, such as Job Choices and Black Collegian
- Average Salary Offers & Cost of Living Index
- Job Search Handbook for Education Majors
- Listing of on-campus interview schedules and information sessions
- Career Days (Nurses, Graduate & Professional), Education Expo, Fall and Spring Career Fairs
- Resume Referrals
- Scholarship Information
- Links to employer websites, job opportunities and career-related resources
- The Competitive Edge Newsletter
- Employer resource materials
- Other career-related resources

Workshops, Seminars and Individual Counseling on:

- Career Planning
- Resume Writing
- Interviewing Techniques (mock interviews & videotaping of interviews)
- Dressing for Success
- Self-Directed Job Search Techniques
- Communication Skills
- Cover Letters
- What to Do with Your Major
- Financial Planning
- Transition from School to Work
- Navigating Career Fairs
- Applying to Graduate School
- Evaluating Salary Offers
- How to Apply for Summer Internships & Co-ops

FREQUENTLY ASKED QUESTIONS

- Does a student have to be registered with OCS to attend a career fair? (Answer: **No**)
- How early should I start using Career Services? (Answer: **Freshman Year**)
- Is a summer internship or co-op experience important? (Answer: **Yes**)
- If my major is not engineering or business, can Career Services assist me? (Answer: **Yes**)
- Does a student have to be registered with OCS to participate in on-campus interviews? (answer: **Yes**)

In addition, the calendar of events is available online (www.careerserv.ncat.edu) and the Career Services staff is available for consultation during regular office hours, by telephone and e-mail.

DISTANCE LEARNING

The services below are available through distance learning via Career Services' WebPage:

- ◆ 24/7 Online Career Counseling
- ◆ Online Registration with Career Services
- ◆ Recruiting Bulletin
- ◆ Interview Scheduling
- ◆ Employer Links
- ◆ Job Opportunities (internship, co-op and full-time)
- ◆ Summer Job Connection Bulletin
- ◆ Workshops

ARTICLES

- ◆ Resume Writing and Interviewing Skills
- ◆ Dressing for Success Job Strategies
- ◆ The Art of Negotiating Cost of Living Index
- ◆ Important Traits for Today's Jobs
- ◆ Tapping the Hidden Job Market
- ◆ Marketing Your Liberal Arts Major
- ◆ Qualities Desired in New College Graduates

In addition, the calendar of events is available online and the Career Services staff is available for consultation via telephone and e-mail.

UNITED CAMPUS MINISTRIES AND RELATED ACTIVITIES

Although the University is state supported, religious activities in the Division of Student Affairs seek to provide for free expression of needs and interests of students with religious convictions in accordance with the first Amendment Rights and Laws governing North Carolina Institutions of Higher Education. The programs, activities and services reflect the pluralistic religious image of the campus in keeping with the American constitutional principle of separation of church and state.

The primary recognized model for ministries include elements of worship in both traditional and non-traditional styles. (Christian education, pastoral counseling and nurture, recreation and fellowship, and community outreach and social concerns). This model provides student experiences in the context of worship services, mass, daily prayers, devotion, spiritual retreats, educational workshops and seminars, biblical studies, forums, teaching revivals, conferences, fellowship dinners, travel and outings. Students are also involved in the life of local congregations and community organizations.

Other major organizations and campus ministries include the A&T Fellowship Gospel Choir, United Christian Fellowship Gospel Choir, the Catholic Campus Ministry, the Wesley Foundation Campus Ministry, New Generations Campus Ministry, Presbyterian Campus Ministry, Grace Lutheran Campus House, Episcopalian Campus Ministry, Church of Christ Ministries, Apostolic Ministry, the Muslim Student Association and the Nation of Islam Student Association. Related student organizations registered in the Office of Student Development are listed annually with descriptive information in the *Recognized Student Organizations Directory*.

Goals and Objectives

1. To effectively provide communication publications by and about all campus ministries programs and activities.
2. To coordinate programs and activities for student organizations.
3. To provide a mechanism through which students may continue their growth and development to complement their scholastic development.
4. To offer opportunities for individual and group inter-personal counseling and guidance by qualified
5. pastoral leaders.
6. To effectively advise student leaders elected to office in student organizations.
7. To offer comprehensive, social and educational fellowship gatherings.
8. To plan forums that are knowledge based and spiritually oriented.

9. To conduct an increased number of activities that contribute to the cultural, moral, intellectual and spiritual development through jointly sponsored campus ministries.

Policies, procedures, and guidelines governing other student organizations must be adhered to by religious organizations, especially those where initiation activities are involved in the recruitment of new members. Other related policies, such as grade point average for new members, are stated in the constitution of the recognized religious organizations.

RONALD E. MCNAIR POST-BACCALAUREATE ACHIEVEMENT PROGRAM

The Ronald E. McNair Post-Baccalaureate Achievement Program is designed to prepare low-income, first generation college students and students from groups underrepresented in graduate education for doctoral study.

The Program is a multi-discipline, academic support program consisting of an Academic Year Component and a Summer Research Component.

The Academic Year Component utilizes seminars/workshops and classroom instruction to teach the graduate admission process, basic concepts of research, and interpersonal and professional presentation skills.

The Summer Research Program consists of scholarly research and research related activities. Selected participants are involved with a faculty mentor in major research for 10-weeks from May – July. Summer Research participants are awarded a stipend and tuition, room and board during the research period.

VETERAN AND DISABILITY SUPPORT SERVICES

The Office of Veteran and Disability Support Services (OVDSS), located on the ground floor of Murphy Hall, is established to assist veterans, eligible veteran dependents and students with disabilities in the areas of registration, certification, academic modifications, accommodations, assessment, and adjustment to university life.

Veterans and Veteran Dependents - This office is responsible for the certification and processing of applications for educational benefits for veterans and veteran dependents that are eligible. For detailed information on VA benefits, contact the certifying official in the office (Suite 005, Murphy Hall). *This office does not handle North Carolina Veteran Scholarships.*

Disability Support Services - The office identifies and makes the necessary arrangements for academic adjustments as well as assuring that all other programs, services and activities are accessible to persons with disabilities.

It serves as a liaison for all students with documented disabilities as they participate in programs and activities enjoyed by all students. Students with documented disabilities that wish to receive accommodations and/or adjustments MUST register with this office. All information pertaining to the student's disability is kept confidential. Information and arrangement for services are transmitted and handled through OVDSS including grievances, assistance and compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

UPWARD BOUND

The Upward Bound Program was established by special amendments to the Higher Education Act of 1965 to assist students from low-income families and first generation college backgrounds. The primary purpose of Upward Bound is to generate in its participants the skills and motivation necessary to complete a program of secondary education, and to enter and succeed in a post-secondary education program. Upward Bound operates year-round and provides services through three components: a six-week summer residential program, a nine-month academic year tutorial program, and a Bridge Program for Upward Bound graduates. The basic services of Upward Bound have traditionally included tutorial and instructional assistance in college preparatory courses, counseling, academic advisement, personal and career development, cultural enrichment, and individualized assistance in applying to college.

Upward Bound serves 124 high school students from the Guilford County area, and has operated at NC A&T State University since 1967. This program has effectively promoted the college enrollment of numerous students. It has also routinely served as a valuable source for work experiences for upper-class college students who have demonstrated outstanding scholarship, leadership and character.

INTRAMURAL SPORTS

The mission of Intramural Sports is to provide students, faculty, and staff the opportunity to participate in recreation and sports programs as well as access to recreational facilities. Intramural Sports programs may be competitive, noncompetitive, organized, or informal to meet the diverse needs and interest of the participants.

The sports leagues currently available during the school year include men's and women's basketball, flag football, volleyball, kickball, and soccer. In addition, softball, swimming, weightlifting, tennis, racquetball, aerobics, horseshoes, walking club, and open gym are also available.

Intramural Sports provides internships and field work experiences for students majoring in Recreation. Training and employment opportunities are also available to students interested in officiating sports.

STUDENT SUPPORT SERVICES PROGRAM

The Student Support Services (SSS) Program provides opportunities for academic development, assists students with basic college requirements, and serves to motivate students toward the successful completion of their post secondary education. The goal of the SSS program is to increase the college retention and graduation rate of its participants and facilitate the process of transition from one level of higher education to the next.

Services Provided by the Program Include:

- Instruction in basic study skills
- Tutorial services
- Academic, financial, or personal counseling
- Assistance in securing admission and financial aid for enrollment in graduate and professional programs
- Information about career options
- Mentoring

Application Information

To receive assistance students must be enrolled or accepted for enrollment in a program of post secondary at this institution. Only potential first-generation college students, low-income students, and students with disabilities evidencing academic need are eligible to participate. The university received a four year grant from the department of education to operate the program. All services provided to participants are free. Applications are available in 213 Murphy Hall.

STUDENT FINANCIAL AID

The primary purpose of the Student Financial Aid Office is to provide financial assistance to students who, without such aid, would be unable to attend college. Financial aid is money awarded to assist you and your parents in paying for the cost of an education. Applying and receiving financial aid should be a simple process. Students apply for need based and some non-need based financial aid by completing the Free Application for Federal Student Aid (FAFSA). Students should complete this form immediately after January 1. There is no processing fee and all students are encouraged to complete the application. Students can submit the FAFSA on the Web (<http://www.fafsa.ed.gov>) or mail the form to the Federal Processing Center. North Carolina A&T State University school code is 002905. The University's priority deadline is March 15, however, students who miss the deadline are still encouraged to complete and mail the FAFSA.

Financial aid is money or the opportunity to earn money to help students meet the difference between what they can afford to pay and the actual costs to attend college. **To be eligible to receive Federal and State aid, a student must meet the following requirements:**

1. Submit the Free Application for Federal Student Aid (FAFSA) each year.
2. Demonstrate financial need.
3. Be admitted as a regular student in a degree seeking program.
4. Be a Citizen of the U.S. or an eligible non-citizen.
5. Maintain satisfactory academic progress (See Satisfactory Academic Progress Policy).
6. Males between the ages of 18-25 must register with Selective Service.
7. Not be in default or owe a repayment of any Title IV Funds.
8. Register for sufficient number of credit hours for certain types of aid.

A student enrolled as a "Special Student" is not eligible for Federal and State financial aid.

Students who have earned a Bachelor's Degree are not eligible for most Federal and State Grant Assistance.

Types of Available Funds

The Student Financial Aid Office administers four types of financial aid programs; Grants (Federal and State), Scholarships, Work and Loans. Grants and scholarships are considered "gifts" aid and do not have to be repaid. Work assistance must be earned and loans must be repaid.

Grants

The University awards several types of grants to eligible students, if funds are available.

Federal Pell Grant – eligibility is determined by the student's expected family contributions, cost of attendance and enrollment status.

Federal Supplemental Educational Opportunity Grant – (FSEOG) is awarded to needy students who are Pell eligible.

Need-Based Grant – Funded by the State of North Carolina (usually awarded to students who receive the Pell Grant).

Minority Presence Grant – awarded to white students attending NC A&T State University.

Native American Grant – funds available for Native American students meeting the program criteria.

Pennsylvania, the District of Columbia, Rhodes Island and Vermont also offer grants to residents meeting eligibility criteria.

Scholarships

The majority of scholarships of North Carolina A&T State University are awarded through the academic departments. Students are strongly urged to contact their academic department for additional scholarship information. Students receiving an outside scholarship should forward a copy of the notice to the Student Financial Aid Office. The scholarship will be included in the student's award and may cause an adjustment to the current award package. All scholarship checks should be made payable to North Carolina A&T State University and mailed to the Treasurer's Office. The check should include the student's name and social security number. Other scholarship information can be found in the University catalog.

Students are encouraged to search for scholarships using the Internet (<http://www.finaid.org>) or the local library. Students should be careful of companies who offer to locate scholarships for a fee.

Federal Work Study

Federal Work-Study is available to eligible students. This program provides jobs for undergraduate and graduate students with financial need. The Federal Work-Study Program provides students the opportunity to earn part of their educational expenses and to gain valuable work experience for future reference. The total amount of the award is listed on the award notification. Students who are awarded Federal Work-Study must pick up an assignment form from the Student Financial Aid Office at the beginning of the Fall Semester. Students cannot begin work until an authorization is received and returned to the student Financial Aid Office. Students who are awarded work study for the Spring semester, should report back to the assigned department. To ensure that the award amount is not exceeded, students are encouraged not to work more than 15 hours per week. The Student Financial Aid Office is not responsible for paying hours exceeding the award amount. Students working on campus will be paid \$7.00 per hour and are paid monthly, normally, the 15th of each month. It is the student and supervisor's responsibility to ensure that the award amount is not exceeded. Time sheets are due in the Student Financial Aid Office monthly in order for the student to be paid. Time sheets received after the due date will be held until the next payroll. Checks are distributed from the Treasurer's Office. The Federal Work-Study Award cannot be used toward payment of University fees at registration.

Loans

Loans are repaid with interest. The Student Financial Aid Office participates in the Federal Direct Student Loan Program, Federal Perkins Loan and the Federal Direct PLUS Loan programs.

SATISFACTORY ACADEMIC PROGRESS

Students must maintain satisfactory academic progress to continue receipt of financial aid. It is the student's responsibility to review the standards and ensure that the guidelines are being met. The Student Financial Aid Office will review the student's progress at the end of the spring semester. Students who fail to meet the satisfactory academic progress standards should attend summer school to remove their deficiencies.

To be considered maintaining Satisfactory Academic Progress, an undergraduate student must meet the following minimum requirements:

No. of Semesters	Cumulative Grade Point Average	Minimum No. Of Credit Hours Earned
1	1.40	12
2	1.50	24
3	1.60	36
4	1.80	48
5	1.90	60
6	2.00	72
7	2.00	84
8	2.00	96
9	2.00	108
10	2.00	124

*This standard is consistent with the university's academic standards required for graduation.

POSTAL SERVICES

The University Mail Center is located in the lower level of Brown Hall on Laurel Street and serves only as a postal station. Postage stamps are sold but services such as the purchases of postal money orders or cashing checks are not rendered.

The Mail Center offers centralized mailboxes for students assigned to residence halls. Mail is placed directly into mailboxes assigned to each resident. An annual refundable key deposit of ten dollars (\$10.00) is required.

Regulations for Student Box Holder

1. Key Issue Dates - During the fall and Spring Semester, the students have approximately three weeks after the start of the semester to secure mailbox keys. The actual dates for issuing keys will be set each semester. Exceptions are made in the schedule for issuing keys to transfer students and late arrivals due to medical reasons. During each summer session, the students have one week from the start of summer school to secure mailbox keys. The actual dates for issuing keys will be set each session, and exceptions in the schedule for issuing keys are made for late arrivals due to medical reasons only.

2. **One student per box, no sharing boxes with other students.** Mail addressed to anyone other than the box holder will be marked "RETURN TO SENDER."

3. Notify all correspondents of correct mailing address. For fast delivery make sure mail is addressed as follows:

Your name _____
 # _____
 NC A&T State University
 Greensboro, NC 27411

Failure to include BOX NUMBER and ZIP CODE will cause serious delay in delivery of mail.

4. **DO NOT DUPLICATE BOX KEY:** Your key is a very personal and private possession. **DO NOT GIVE YOUR KEY TO ANYONE.** If your key is lost or stolen, please report it to the Mail Center immediately. A replacement key must be secured within three (3) days. The cost is \$10.00. Mailbox key refund deposit is forfeited if the key is not returned within the specified time. (Two weeks of withdrawal from school, at the end of your spring semester and summer session, or any time you move off campus.)

5. You must have your key in order to obtain your mail. We do not check boxes.

6. The Center will be open from 7:30 a.m. to 5:00 p.m. weekdays and from 8:00 a.m. to 2:00 p.m. on Saturday. The hours of window service (to receive special mail and packages, etc.) will be 10:00 a.m. to 5:00 p.m. weekdays and 10:00 a.m. to 2:00 p.m. Saturday.

REGISTRATION OF VEHICLES

The regulations governing traffic, parking and the registration of motor vehicles have been revised and approved by the Board of Trustees of North Carolina Agricultural and Technical State University. These regulations became an integral part of the motor vehicle laws of the state. They are applicable to all operators of motor vehicles utilizing campus streets, service drives or parking areas.

Copies of the Rules and Regulation are available in the Parking Services Office located at 1306 Salem Street.

Residential students may register one vehicle and keep the vehicle on campus. Commuter students may register and operate a vehicle on the campus and park in areas designated for commuting students.

Vehicles parking on the campus must display a valid parking permit. Official categories for parking permits are indicated below:

"R" Permit - This classification applies to faculty and staff members to include full-time and part-time. Vehicles bearing "R" permits may park in spaces specifically for reserved titles, reserved numbers, and service vehicles, etc.

"A" Permit - This classification applies to staff members to include full-time and part-time (1) faculty, (2) University employees who are filling permanently established positions, and (3) employees of the University Food Services contractor who would be eligible under item (2) above if they were working directly for the University. Vehicles bearing "A" permits may park in any marked space not otherwise specifically designated for reserved titles, service vehicles, etc.

"B" Permit - This classification applies to eligible residential students. Vehicles bearing "B" permits must park in "B" areas, except reserved areas, between the hours of 7:30 a.m. - 5:00 p.m.

"C" Permit - This classification applies to all commuting students. Vehicles bearing "C" permits may park in "C" parking area only.

"E" Permits - This classification applies to evening students who begin classes after 5:00 p.m.

"EA" Permit - This classification applies to evening faculty and staff who begin work after 5:00 p.m.

"H" Permit - This classification applies to students and faculty/staff. Vehicles bearing this permit must also be registered with State Handicapped Placard. A copy of registration is required to purchase a NCA&T handicapped permits. "H" permits may park in Handicap spaces or any marked space, not otherwise specifically designed for reserve numbers or titles, service vehicles, etc.

"M" Permit - This classification applies to motorcycles. Vehicles bearing "M" permits may park in parking lots designated by the individual's association with the University.

"TEM" (Temporary) Permit – This classification applies to all students, faculty, and staff members with unregistered vehicles who wish to register for short-term parking at a charge of \$1.00 per day.

VEHICLE PERMITS EXPIRE AUGUST 31. DO NOT ABUSE YOUR PARKING PRIVILEGE. WATCH FOR "NO PARKING" DESIGNATIONS IN VARIOUS CAMPUS LOCATIONS. LACK OF CONVENIENT SPACE IS NOT A VALID EXCUSE FOR VIOLATIONS. TOWING AND IMMOBILIZATION IS IN EFFECT ON CAMPUS.

UNIVERSITY POLICE DEPARTMENT

The University Police Department is responsible for administering a program designed to provide protection of life, property and safe movement of traffic on the campus of North Carolina Agricultural and Technical State University.

The University Police personnel are full-time commissioned law enforcement officers and non-commissioned officers who possess authority to enforce federal, state and local laws including the rules and regulations of the University.

The University Police Communications Office is located in the Dehughley Service Center on the corner of Benbow Road and Sullivan Street and operates 24 hours daily. This office handles all calls for police and emergency services.

The Police Administration Office is located at 1308 Salem Street. This office handles all administrative functions of the University Police Department. The various services of the University Police Department are outlined as follows:

- Traffic and Parking Officers

- Crime Prevention

- Library Security Officers

- Investigative Services

- Resident Hall Officers

- Copies of Police Reports

- Twenty-four (24) Hours Emergency Services

- Vehicle Registration

- Issuance of Visitor Parking Permits

- Security Survey

- Engraving Program

- Office of Evening and Weekend Programs

The Office of Evening and Weekend Programs (EWP) provides information to students interested in obtaining a degree by attending classes in the evening or on weekends. This includes traditional and nontraditional students. Nontraditional students are described as those students who may be returning to school, entering after an extended absence, or those 24 and older attending for the first time, married or single, or with other nontraditional circumstances.

In addition, the Office of Evening and Weekend Programs sponsors the Nontraditional Students Organization (NTSO). NTSO is designed to provide support and advocacy to nontraditional students at North Carolina A&T State University. Membership is open to any degree-seeking NCA&T student who fulfills membership requirements (any undergraduate or graduate student who is 24 or older, or any student under 24 who considers him or herself a nontraditional student). With membership, you have the right to vote, hold office and chair a committee. Annual dues are required each academic year.

For more information, please contact 336-334-7607.

PARTIAL CAMPUS DIRECTORY

CHANCELLOR Chancellor's Suite, Dowdy Building-4th Floor	334-7940
VICE CHANCELLORS Academic Affairs, 315 Dowdy Building	334-7965
Student Affairs, 100 Murphy Hall	334-7696
Business and Finance, 205 Dowdy Building	334-7587
Development and University Relations, 408 Dowdy Building	334-7654
Research 416 Fort IRC Building	334-7995
DEANS School of Agriculture, 111 B.C. Webb Hall	334-7979
School of Business and Economics 138 Merrick Hall	334-7632
School of Education, 103 Hodgin Hall	334-7865
College of Engineering 651 McNair Hall	334-7589
School of Graduate Studies, 122 Gibbs Hall	334-7920
School of Nursing, 101 Noble Hall	334-7751
School of Technology, 112 Price Hall	334-7567
College of Arts and Sciences, 100 Crosby Hall	334-7806

USEFUL INFORMATION

Absences and Excuses, (see your instructor)	334-7527	
Academic Advisement		334-7855
Academic Tutor Services		334-7727
Admissions, Office, B.C. Webb Building (Basement)		334-7946
Air Force ROTC, Campbell Hall		334-7707
Army ROTC, 123 Campbell Hall		334-7588
Band, Jazz Ensemble, 104 Frazier Hall		334-7776
Band, Marching, 106 Frazier Hall		334-7962
Band, Symphony, 106 Frazier Hall		334-7776
Bookstore, Brown Hall		334-7593
Career Services, 102 Murphy Hall		334-7755
Co-op Education, 101 Murphy Hall		334-7755
Computer Center, Director, Lower Level, Fort IRC Building		334-7856
Counseling Services, 108 Murphy Hall		334-7727
Disability Support Services, 005 Murphy Hall		334-7765
Dormitories (See Residence Hall)		
Facilities Coordination, University Scheduler		334-7571
Financial Aid, 102 Dowdy Building		334-7973
Freshman Advisement & Learning Assistance Center (LAC), 310 Hodgin Hall		334-7855
Gospel Choir, Harrison Auditorium		334-7817
Graduation Requirements, Academic (School Deans, Division Director, Registrar)		
Greek Letter Organization, 102 Murphy Hall		334-7792
Health Center, Sebastian		334-7880
Housing & Residence Life, 226 Murphy Hall		334-7708
Immunization, Student Health Center		334-7880
Internships, Contact Dean of School and Office or Career Services		
International Student Affairs, 221 Murphy Hall		334-7551
Intramural Sports, 108 Memorial Union		334-7518
Information Center (Physical Plant)		
Information Center (L. C. Dowdy Building)		334-7500
Information Desk (Memorial Union)		334-7571
Information Center (Murphy Hall)		334-4384
Library, Bluford		334-7782
Loans, Financial Aid Office, Dowdy Building		334-7973
Lost I.D. Card, Aggie One Card Center, Memorial Union Rm. 215		334-7676
Mail Center, Brown Hall		334-7544
Memorial Union, Administrative Suite 100		334-7571
Minority Student Affairs, 219 Memorial Union		334-7982
Newspaper, The A&T Register		334-7700
Organizations, 102 Murphy Hall		334-7792
Personal Problems and Difficulty Adjusting to University, Counseling Center		334-7727
Police, Physical Plant/Dehughley Building		334-7675

Radio Station, WNAA-fm, 90.1 200 Price Hall	334-7936	
Registrar, 107 Dowdy Building	334-7595	
Ron McNair Program, 200-201 Memorial Union	334-7109	
Security, Physical Plant/Dehughley Building		334-7675
The "Aggie Sit In" Memorial Union	574-3496	
Student Activities, 217 Memorial Union	334-7676	
Student Development, 102 Murphy Hall	334-7792	
Student Government Association, 213 Memorial Union		334-7820
Student Support Services Program, 213 Murphy Hall		334-7800
Study Abroad, 1020 Wendover Avenue	334-7810	
Summer Internships, Office of Career Services, 101 Murphy Hall	334-7755	
Summer School, Director, Dr. Ronald Smith, 1020 Wendover Avenue	334-7810	
Telegrams, Physical Plant/Dehughley Building		334-7500
Theater, Paul Robeson, Crosby Hall	334-7519	
Ticket Sales Office, Brown Hall		334-7749
Traffic, Parking & Vehicle Registration, 1308 Salem Street	334-7980	
Transcripts, Office of the Registrar		334-7595
University Choir, 100-D Frazier Hall	334-7776	
University Police Department, Dehughley		334-7675
Upward Bound Program, 1020 Wendover Ave.	334-7659	
Veterans Services, 005 Murphy Hall	334-7765	
Withdrawal from the University, Counseling Center, 108 Murphy Hall	334-7727	
Yearbook Staff, Advisor, 217 Memorial Union	334-7889	

Other Important Information

Academic Advisement

The academic advisement coordinator/representative for each academic unit at the University follows:

- Agriculture*, Webb Hall, Room 111
- Arts and Sciences*, Crosby Hall, Room 100
- Business and Economics*, Merrick Hall, Room 130
- Education*, Hodgkin Hall, Room 109
- Engineering*, McNair Hall, Room 651
- Nursing*, Noble Hall, Room 203
- Technology*, Price Hall, Room 110
- Center for Student Services, Room 312 Hodgkin Hall

Academic Tutoring Services

- Business courses (including statistics/mathematics)
Merrick Hall, Room 305, Learning Resources Lab.
- Chemistry courses
Hines Hall, Learning Center, Rooms 107/109
- Mathematics courses
Marteen Hall (contact Lab coordinator)
- Physics courses
Marteen Hall, Room 318
- Center for Student Services
Hodgin Hall 312

Appendix A

GUIDELINES AND IMPLEMENTING PROCEDURES FOR THE USE OF UNIVERSITY FACILITIES (Revised)

It is the policy of the University to provide equal opportunity for all qualified persons in its educational programs and activities. The University does not discriminate on the basis of race, creed, color, religious affiliation, sex, national origin, age or handicap. The University's academic activities, however, severely limit the number of non-academic activities, which can be accommodated in existing facilities. Therefore, the use of University buildings and/or property is prohibited unless prior clearance and arrangements have been made.

The University will make every effort to schedule activities that are academically or culturally related to the work of its departments and formally registered student organizations, i.e., affiliated groups and non-affiliated groups. It is the intention of the University to support and accommodate student-oriented functions, giving preference to events approved by and/or sponsored through Academic or Student Affairs that comply with the facilities guidelines set forth in the Student Handbook. North Carolina A&T State University's buildings and allied facilities are available to responsible groups when such use is determined to be beneficial to the citizens of the State of North Carolina and/or North Carolina A&T State University, its faculty, staff and students; and when it will not interfere with or be detrimental to the ongoing educational program of the University.

Events sponsored by affiliated and non-affiliated groups are scheduled, and coordinated by the University Scheduler of Facilities and approved by the Vice Chancellor of Student Affairs, with the cooperation and assistance of other service, administrative and academic units on campus. No sponsoring group has the right to interfere with or disrupt, either in part or in whole, the orderly operation of the University or to interfere with the rights of its students.

Permission to use University facilities may be denied or revoked for non-compliance with the Guidelines and Implementing Procedures for the use of University facilities. Moreover, any use of University facilities not specifically authorized in this policy may lead to sanctions up to and including criminal prosecution. ("Guidelines and Implementing Procedures for the use of University Facilities", Student Handbook).

GUIDELINES

1. University Contact - The Office of The University Event Center (Telephone Number 256-2058) will serve as the clearing house for coordinating, scheduling, communicating with heads of appropriate support units, and obtaining concurrence in arrangements.
2. **Each building representative and/or area coordinator will be asked to identify the room space or special areas of the campus that will be made available each semester to the University Scheduler of Facilities for programming social, cultural, and recreational activities. These spaces and areas will be assigned to affiliated and non-affiliated groups that receive the appropriate authorizations for conducting activities on the campus. In order for coordination to be effective, timely, and user friendly, all requests to use the identified space (from faculty or staff members, students, administrators or non-affiliated requesters) must be submitted to and handled by the University Scheduler. The assignment of these areas and spaces will be made with careful and due considerations for the impact that the proposed activities will have on other on-going functions of the University.**
3. **Priorities in Reservation of Space - The University will attempt to provide facilities for both affiliated and non-affiliated groups. However, the University has an obligation to provide space for University affiliated groups, and demands for space by these groups take priority.**
4. **Affiliated Groups:** Any group established under the authority of the Chancellor or by his delegation of such authority to administrators, faculty, or staff. All student organizations must be officially registered with the Office of the Executive Director for Student Development in order to use University facilities. All activities must be planned in accordance with the overall objective of the organization, the philosophy of the University and conform to University Guidelines.
5. **Non-Affiliated Groups:** Any group that does not fit criteria stated for affiliated groups. Such groups seeking to use University facilities shall be required to comply with University regulations. Additionally, these groups shall be informed about the regulations regarding substance abuse, alcoholic beverages, equipment use, food service, and security measures, by the University Scheduler of Facilities.
6. Facility Reservation Request Form - This official form is disseminated to a sponsoring organization in the Office of the University Scheduler of Facilities.

SPACE RESERVATION AND APPROVAL (Part I)

1. The University Scheduler of Facilities seeks to respond to all legitimate requests for non-academic programming space on a first come, first served basis, in a timely manner.
2. The Facility Reservation Request Form must be completed with signatures of the authorized representative for the sponsoring organization and the advisor. The completed form must be submitted to the Office of the University Scheduler of Facilities two weeks prior to any/all activities.
3. Sponsoring organizations should not assume the request to hold an event has been approved until the written confirmation has been received from the University Scheduler of Facilities. Both affiliated and non-affiliated groups must check with the Office of the University Scheduler for the approval documentation before releasing announcements concerning an event on the campus. Also, a copy of the written confirmation form should be kept on site as proof for authorization to use University facilities.
4. When not in use for regularly scheduled academic purposes the designated classrooms, lounge areas, meeting rooms and auditoriums of most University Buildings will be available to students and student organizations for social, cultural and/or recreational programming. The University facilities that are not generally available for programming include office areas, certain scientific and research laboratories, and the Holt Hall Gymnasium. The requests to use Corbett Gymnasium for social, cultural, or recreational programming will be considered on a case by case basis. However, when scheduling conflicts arise, academic and athletic activities take precedence over cultural/social events for both affiliated and non-affiliated groups.
5. Affiliated and non-affiliated groups desiring to sponsor swim parties in University facilities will be held to high standards for water safety and group oversight in the aquatic area. The specific procedures and policy for reserving the pool include the following:
 - A letter of request should be addressed to the chairperson of the Health, Physical Education and Recreation Department at least fifteen working days prior to the event. Lifeguards must be approved ten working days prior to the event.
 - Both the Chairperson and the Aquatics Director must approve the request.
 - The letter must include the lifeguards that will be utilized for the event and must reflect how they will receive payment for their service. Lifeguards must present themselves to the Chairperson and the Director of the pool facilities. Lifeguards should be chosen from personnel files available from the Aquatics Director at least ten working days prior to the event for orientation to the procedures and policies.
 - For liability reasons a maximum of 75 participants are permitted in the pool area with a minimum of three lifeguards. Each lifeguard must possess training with the new materials, CPR for the Professional Rescuer and be willing to submit to a skill test.
 - The request is then forwarded to the University Police Department and to Student Affairs for approval.
 - No electrical equipment will be allowed within the pool area due to safety concerns.
 - No Music will be allowed within the pool area as it hinders the lifeguards' ability to properly perform their jobs.
 - The Facility Reservation Request form must accompany the written request, and all requirements of this form must be met.
 - The organization/group reserving the pool must provide University security for all four doors that lead into the pool area.
 - Ticket sales or monies collected for admission to the pool area will require additional University security.

Space Reservation and Approval (Part II)

1. Affiliated groups desiring to sponsor dances/discos will be permitted the use of available space in the Corbett Gymnasium, Moore Gymnasium, or the Memorial Union Ballroom. For safety reasons, dances/discos will not be scheduled on campus following an evening home game in Corbett Sports Center. Additionally, disco/dance activities will not be scheduled for Friday and Saturday of the same weekend.
2. Non-affiliated groups desiring to sponsor activities on University property will be required to submit their requests in writing to the Vice Chancellor for Student Affairs. Such requests should be submitted fifteen or more workdays prior to the anticipated date of the event. When such requests receive approval, a written contract will be developed between the University and the non-affiliated groups that outline the requirements for all applicable facility rental fees and/or payments for support services cost, and other university regulations. These contracts must be finalized at least ten days prior to the proposed event date.

3. In order to avoid undo interference with the ongoing instructional activities of the University, the start up time for social, recreational, or cultural activities in the Holland Bowl area, will be set at 4:00 p.m. Monday through Friday. Also a strict limitation will be imposed on the use of amplified sound until 6:00 p.m.
4. Sponsoring organizations should not assume that a requested event is approved until all signatures have been obtained on the Application Form and a formal approval provided. Affiliated and Non-Affiliated Groups must check with the Office of the University Scheduler of Facilities before any announcements are made regarding an activity that is being considered for approval.
5. Facilities available to students for recreational use are as follows: **Corbett Gymnasium, Moore Gymnasium, and Memorial Union.** Facilities available for recreational use have schedules posted at each location for evenings as well as Saturday and Sunday afternoons. All students utilizing the facility must have appropriate identification. In Corbett Center recreational usage shall be limited to the swimming pool, racquetball courts, and on one occasion during the academic year, intramural basketball games on the regulation court.
6. Only one Step Show per semester shall be scheduled for Corbett Sports Center lower level floor. It is preferable that the Shows be coordinated with Homecoming and Spring activities.
7. Vending/Fundraising on the campus is prohibited unless specific permission is granted by the Vice Chancellor for Student Affairs.
8. The University Scheduler of Facilities shall designate rental charges based on appropriate guidelines and process requests for supportive services required for any/all events sponsored by non-affiliated groups.
9. Non-Affiliated Groups must submit a formal letter of request for use of facilities to the Office of the Vice Chancellor for Student Affairs, three weeks (15 workdays) prior to usage. A letter of approval/disapproval will be forwarded to the requestor through the Office of the University Scheduler of Facilities.
10. Affiliated or Non-Affiliated Groups that receive approval to use campus facilities but determine that the approved space or campus facility is no longer needed should cancel the space reservations by submitting the appropriate written documentation to the Office of the University Scheduler of Facilities. A minimum three-day advance notice on the cancellation of a reservation is required, otherwise some cost associated with the preparation of the campus space for the proposed event may still be charged to the organization.
11. The appropriate "Set-up Request" document must accompany the official University Facilities Request Form.
12. Charges will be levied for services, equipment, and the willful or malicious destruction or defacement of any/all facilities while in use by Affiliated and Non-Affiliated Groups.
13. The requests to use University facilities are processed on a first come first serve basis. As the written document is received into the Office of the University Scheduler of Facilities, the official date/time of receipt stamp is affixed to the document. These data are used to determine priority among requests when all other applicable regulations governing the use of the University facilities have been met.
14. When requests are received for the same space from different groups, the University reserves the right to give the requests from an affiliated group priority over requests from a non-affiliated group.
15. The University prohibits the drinking of alcoholic beverages and other substance abuse. Being under the influence of alcoholic beverages and other substance abuse is considered a breach of conduct and students who violate these standards are subject to disciplinary action.
16. Unreasonable sound levels produced by electrical amplification or any other means that interferes with academic, administrative or cultural activities, and reasonable expectations for study or rest will not be permitted.
17. Affiliated and Non-Affiliated groups seeking approval to use University facilities shall receive information on facility use along with a checklist of University supplied items from the Office of the University Scheduler of Facilities.
18. The Office of the University Scheduler of Facilities shall coordinate requests for the use of University facilities, maintain a master facility schedule, and disseminate information about any/all events to appropriate University personnel.

IMPLEMENTING PROCEDURES

1. University facilities are available to Affiliated and Non-Affiliated groups. All approved events shall end before or at 1:00 a.m. promptly except for certain approved Student Government Association special events.
2. Advisors of sponsoring organizations and Non-Affiliated groups must be present for all approved events.
3. At least five members of the sponsoring organization must be on site before, during and after any/all discos and dances.
4. Affiliated and Non-Affiliated groups shall exercise reasonable concern for the upkeep of University property by removing all items and debris that result from the conduct of their activity, directly. All groups will be apprised of the requirements for good building and or space management by the receipt of a check-off list with before event and after event inspections of the facilities.
5. Before and after each event, an inspection shall be required. During the inspection when an exception is discovered, it shall be the responsibility of the Director of Physical Plant to disseminate information regarding the cost of repairs or excess clean-up costs to the appropriate University personnel. No exceptions will be granted for impromptu requests.

SECURITY POLICY FOR CAMPUS SAFETY

1. The University Police Department shall be responsible for administering a program designed to provide protection of life, property and safe movement of traffic on the campus.
2. University police department personnel consists of full-time trained law enforcement officers who possess authority to enforce federal, state and local laws as well as rules and regulations of the University.
3. The University Police Director and the Chief of Police shall determine the need for police protection for any/all events and has the option of requiring additional officers when the circumstances warrant additional officers.
4. The Office of Risk Management and Safety and/or the University Police may cancel any program if it is felt that continuance poses a threat to the safety and health of participant's and/ or property damage.
5. The building representative, campus police, and other University officials shall be responsible for verifying proper use of University facilities.

DISTRIBUTION OF PAMPHLETS, WRITTEN MATERIALS AND POSTING NOTICES

1. In order to insure timeliness of information and the appropriateness, all groups must clear with the Office of Student Activities any materials to be distributed within the University community. As a minimum requirement, all materials must include the program title date and sponsoring organization (see publication on Banner & Flyer guidelines for other requirements). Upon approval, the group members are required to distribute materials in the designated areas, only. The Memorial Union shall serve as a primary facility for persons wishing to distribute printed materials.
2. The University does not assume any obligation or responsibility for the content of the materials distributed, without proper approvals. Further, the University reminds all individuals and groups that distribute materials to be aware of laws related to defamation of character, obscenity, fair labor practice and other applicable laws.
3. All publicity and/or advertising displayed on A&T bulletin boards must conform to University publicity regulations (*See University Brochure on Banners, Posters, & Flyers—available from Office of Student Activities*). Notices or advertisements may not be posted on bulletin boards in lobbies of residence halls without prior approval from the Director of Housing and Residence Life, nor the Memorial Union Building without approval from the Director for the Memorial Union.

SOLICITATION OF CHARITABLE CONTRIBUTIONS

1. Affiliated and non-affiliated groups desiring to solicit funds on campus must secure prior approval from the Vice Chancellor for Student Affairs. Unauthorized solicitation of funds or fund-raising is prohibited.

CONTRACTUAL AGREEMENTS

The following procedures will be used by student organizations when engaging in contractual agreements with individuals or agencies:

1. The Contractual Agreement must be finalized at least ten (10) days prior to the proposed event. Some contractual agreements may require from four to six weeks, i.e. Homecoming, African-American

History Month and other special events.

2. The President or designee of the organization shall review the proposed contractual agreement with the advisor to the organization.
3. The advisor forwards the contract to the Vice Chancellor for Student Affairs, Murphy Hall, and Suite 100 for review and/or recommendations.
4. If applicable the Vice Chancellor for Student Affairs forwards the contract to the University Attorney for review and/or recommendations.
5. If applicable the University Attorney forwards the contract to the Vice Chancellor for Business and Finance for signature.
6. Facility charges may be waived for the hosting of special programs and activities consistent with the University's mission as determined and approved by the Vice Chancellor for Student Affairs.
7. **Organizations and/or Presidents who enter into contractual agreements without the knowledge and approval of the University may be personally liable for payment of said bill.**
8. **Students may not bargain, lease, sell or buy any property or service in the name of the University without appropriate written permission.**
9. **Any group or organization using North Carolina Agricultural and Technical State University facilities shall save the Trustee Board, the individual members thereof, and any other employees, free and without harm, from any loss or damage, liability, or expense that may arise during, be caused in any way by, such occupancy or use of institutional property. A bond may be required at the discretion of the University to offset any damages and related costs, which might arise by reason of, said use of University facilities.**

COST OF SUPPORT ACTIVITIES FUND (COSA)

The purpose of the COSA Fund is to assist registered student organizations in the sponsoring of on-campus activities and events. This fund is available to support housekeeping, security, and the physical plant labor necessary for authorized programming. However, this fund is established to support those student organizations that do not otherwise receive funds or an operating budget from the University.

1. The COSA fund will be administered by the Director of the Memorial Union.
2. The COSA fund will provide a maximum of six hours of support for authorized activities during the academic year.
3. COSA funds will be available for the support cost of a variety of activities including but not limited to: fashion shows, talent shows, block parties, gym jams, jazz cafés, poetry readings, apollo nights, lecturers, forums, gospel shows, pool parties, etc.
4. When COSA funds are used to support events that involve admission charges and/or ticket sales, these activities should be coordinated with the University Ticket Office. Ten percent (10%) of the profits from ticket sales and admissions will be applied to the COSA fund.

Appendix B

SEXUAL HARASSMENT POLICY

The policy of North Carolina Agricultural and Technical State University is that all employees and students, regardless of race, color, religion, sex or national origin, shall be free from sexual harassment from any University employee in connection with any University relationship or activity. No academic or personnel decisions shall be made on the basis of a granting or denial of sexual favors. All employees and students are guaranteed the right to work and/or study in an environment free from sexual harassment.

Sexual harassment is defined as deliberate, unsolicited and unwelcome verbal and/or physical conduct of a sexual nature or with sexual implications, which has or may have direct employment or academic consequences resulting from the acceptance or rejection of such conduct.

Verbal, non-verbal or physical conduct of a sexual nature constitutes sexual harassment when:

- (a) Submission to such conduct is made either explicitly a term or condition of an individual's employment, academic or student status, or student status, or
- (b) Submission to or rejection of such conduct by an individual is used as the basis for employment, academic or other institutional decisions affecting such individual, or
- (c) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance, academic activities or student experience or creating an intimidating, hostile or offensive working, academic or student life environment [adapted from 29 CFR 1604.11(a)].

GRIEVANCE AND ADMINISTRATIVE PROCEDURES

Affirmation Action Committee

The committee, which hears complaints regarding sexual harassment, shall be the Affirmative Action Committee. The names, titles, addresses, and telephone numbers of the employees designated to coordinate the University's compliance with regard to sexual harassment and other Title IX matters are:

Mr. Robert Ussery
Assistant Vice Chancellor for Institutional Research Planning
North Carolina A&T State University
Dowdy Building, 3rd Floor
Greensboro, North Carolina 27411

Ms. Janette Merideth
Director of Human Resources Office
North Carolina A&T State University
1020 Wendover Avenue
Greensboro, North Carolina 27411

1. Structure - The North Carolina Agricultural and Technical State University Affirmative Action committee shall consist of women and men faculty members and minority representation. The Chairperson and all members shall be appointed by the Chancellor.
2. Function - The Affirmative Action Committee is authorized to hear, mediate and advise with respect to the adjustment of grievances related to sexual harassment filed by any member of the University community, which requires a formal hearing.
3. The Chairperson as necessary shall call meetings. A quorum shall consist of at least 50 percent of the members.

Definition of Terms

A claimant shall be defined as the person or persons filing the complaint of sexual harassment. The person or persons charged with sexual harassment shall be referred to herein as the "charged". Together they shall be referred to as "Parties".

Process

All claimants shall utilize the internal grievance process described herein; however, this does not foreclose the option of claimant taking a grievance directly to the Equal Employment Opportunity Commission.

1. Internal Grievance Procedures

The Affirmative Action Officer shall be responsible for receiving and processing any and all complaints of alleged sexual harassment. Any member of the University community (including, but not limited to students, prospective students, employees, prospective employees and persons entitled to the services of the University) may file a complaint. Complaints may be formal or informal and may be made known either orally or in writing. Informal complaints may be made orally to the Affirmative Action Officer, whereas formal complaints shall be filed on the Sexual Harassment Complaint Form. The initial investigation may lead to one of several steps.

- (a) The Affirmative Action Officer shall have five (5) business days within which to resolve the complaint informally through confidential mediation. Should the facts warrant, the Affirmative Action Officer might extend the time for informal resolution for five (5) business days by notifying all parties.
- (b) If, at the end of five (5) business days (or ten (10) business days in cases of extension), the Affirmative Action Officer has been unable to reach an informal resolution of the complaint, the Complainant shall have the option of filing a formal complaint with the Affirmative Action Committee of the University. The formal complaint process shall be as follows:
 - 1) Complete the Sexual Harassment Complaint Form in triplicate;
 - 2) Submit two (2) copies to the Affirmative Action Office of this University. The written complaint shall set forth in detail the nature of grievance and the person(s) against whom the grievance is

directed.

- c) The Affirmative Action Officer shall forward the complaint to the Affirmative Action Committee for recommended action within three (3) business days. The Affirmative Action committee shall schedule a hearing no more than thirty (30) business days after receipt of a complaint and shall convene a hearing within forty-five (45) business days of receipt of a complaint.

2. Rules of Procedures for Affirmative Action Committee Grievance Hearings

The Affirmative Action Committee Hearings are for the purpose of advising and fact-finding. The hearings shall be conducted in such a manner as to do substantial justice and shall not be unduly restricted by the rules of procedure or evidence.

- (a) The Chairperson of the Affirmative Action Committee shall fix a calendar of the hearings in a sexual harassment grievance proceeding after consultation with the parties. Herein "parties" include only the person or persons charging the sexual harassment discrimination and the person or persons so charged.
- (b) The hearings shall be confidential and private; unless otherwise agreed upon by both parties.
- (c) The charges and the evidence shall be presented by the complainant or a representative. This person may be an advisor or legal counsel and may be a member of the University community or an individual from outside the University. The claimant shall assume all cost(s) for his/her representation. Conversely, any defendant also has the right to be represented by legal counsel or any advisor.
- (d) The Committee may address questions to any party to the proceedings or to any witness called by parties or by the Committee. Either party may request the privilege of presenting witnesses, subject to the right or cross-examination by other parties. The Chairperson may limit the number of witnesses to be heard. Each party is held responsible for notifying his/her witnesses of the date, time and place of the hearings; however, the Chairperson must be notified in writing one week prior to the hearing date of the names and addresses of all witnesses who will testify.
- (e) The Committee may also request the production of records of other exhibits.
- (f) An accurate record of all proceedings shall be made by the secretary for the Affirmative Action Committee. This record shall be made available under the supervision of the Affirmative Action Officer to all parties to the hearing. Records shall be maintained for a minimum of three years and not longer than five years.
- (g) At the end of the hearing, The Committee will make its recommendation in executive session.
- (h) The Affirmative Action Committee shall make a report to the Chancellor within five (5) business days. The report shall consist of:
- (1) A report of the hearing, including a statement of the charges and the evidence presented; and
 - (2) The recommendation of the Committee and reasons therefor.

Final authority for the implementation of recommendation for corrective action shall be with the Chancellor. He/She may accept, reject or modify the decision of the Affirmative Action Committee and the Affirmative Action Officer. The Chancellor shall have fifteen (15) business days within which to decide the appeal. Parties shall be mailed notice of the Chancellor's decision within twenty (20) business days following receipt of the report. The decision of the Chancellor shall be final.

3. Appeal

Should grounds there under exist, the claimant may appeal the Chancellor's decision in the manner provided by 501C (4) of THE CODE: BOARD OF GOVERNORS, THE UNIVERSITY OF NORTH CAROLINA. A claimant claiming under this section must file a written notice of appeal with the Board of Trustees within ten (10) business days after receiving notification of the Chancellor's decision. This appeal shall be transmitted through the Chancellor and be addressed to the Chairperson of the Board. The appeal to the Board of Trustees shall be decided by the full Board of Trustees. However, the Board may delegate the duty of conducting a hearing to a standing or ad hoc committee of at least three members. The Board of Trustees, or its committee, shall consider the appeal on the written transcript of hearings held by the Grievance Committee (Affirmative Action Committee), but it may, in its discretion, hear such other evidence as it deems necessary.

The Board of Trustees' decision shall be made within one hundred twenty (120) business days after the Chancellor has received the employee's request for an appeal to the Trustees. However, if the claimant fails to comply with the schedule established for perfecting and processing the appeal, and thereby precludes a decision within one-hundred twenty (120) business days, the Board in its discretion may elect to dismiss the appeal. The decision shall be final except that the claimant may file a written petition for review with the Board of Governors if he/she alleges that one or more specified provisions of The Code of University of North Carolina have been violated.

A claimant dissatisfied with a decision of the Board of trustees must file written notice of appeal with the Board of Governors by submitting such notice to the President, within ten (10) business days after the date of the decision of the Board of Trustees. If the Board of Governor's agrees to consider the appeal, it will do so on a schedule established by the President, subject to any instruction received from the committee of the Board, which has jurisdiction of the subject matter of the grievance. The Board will issue its decision within ninety (90) business days after the receipt of the notice of appeal, provided that if the employee fails to comply with the schedule established for perfecting and processing the appeal, and thereby precludes a decision within ninety (90) days, the Board in its discretion may extend the period for decision or it may dismiss the appeal.

REMEDIAL ACTION

In an effort to prevent and/or eliminate sexual harassment at this institution, steps shall be taken to assure that all students and University employees are aware of the existing policy. Steps shall also be taken to assure all students and University employees that sexual harassment will not be condoned and will be met with swift and appropriate discipline. The victim will be protected from reprisals. Furthermore, all students and University employees will be made aware of their right to raise the issue of harassment and of the procedures for filing a complaint.

In the event that the Affirmative Action Committee determines that discriminatory conduct, in the form of sexual harassment, has taken place, it will be the responsibility of the Committee to make recommendations to the Chancellor for appropriate redress for the victim and disciplinary action for the offender. Contingent upon the nature of the offense, reprisal may range from a formal reprimand to termination of employment. These recommendations shall be included in the Committee's report to the Chancellor. The Chancellor will have final authority for implementing recommendation for remedial action.

Appendix C

ADA/504 GRIEVANCE PROCEDURES

The University has adopted an internal procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the U. S. Department of Justice regulations implementing title II of the Americans with Disabilities Act. Title II states, in part, that "no otherwise qualified disabled individual shall, solely by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination" in programs or activities sponsored by a public entity.

Complaints should be addressed to: Director of **Veteran and Disability Support Services, 005 Murphy Hall, North Carolina A&T State University, Greensboro, NC 27411, 334-7765**, who has been designated to coordinate ADA compliance efforts.

1. A complaint shall be filed in writing and contain the name and address of the person filing it along with a brief description of the alleged violation of the regulations.
2. A complaint should be filed within **ten (10) working days** after the alleged violation. (Processing of allegations of discrimination, which occurred before this grievance procedure was in place, will be considered on a case-by-case basis.)
3. An investigation, as may be appropriate, shall follow a filing of complaint. A hearing body of the committee on University 504/ADA shall conduct the investigation. These rules contemplate informal but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint. Recommendation/s for resolution shall be made to the appropriate person within **thirty (30) days** of the complaint filed.
4. A written determination as the validity of the complaint and a description of the resolution, if any, shall be issued by the **Vice Chancellor for Student Affairs** to the complainant no later than **forty-five (45) days** after its filing.
5. The ADA coordinator shall maintain the files and records of North Carolina A&T State University relating to the complaints filed.
6. The complainant can request a reconsideration of the case in instances where he or she is dissatisfied with the resolution. The request for reconsideration should be made within **five (5) working days to the Chancellor of North Carolina A&T State University**.
7. The right of a person to an equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies such as the filing of an ADA complaint with the responsible federal department or agency. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies.
8. These rules shall be construed to protect the substantive rights of interested persons to meet appropriate due process standards and to assure that North Carolina A&T State University complies with the ADA and implementing regulations.

Appendix D

NORTH CAROLINA A&T STATE UNIVERSITY DISRUPTIVE BEHAVIOR IN THE CLASSROOM (UNC-GA POLICIES FOR STUDENTS-ADOPTED BY BOG OCTOBER 26, 1970)

The instructor may withdraw a student from a course for behavior that is deemed by the instructor to be disruptive to the class. The grade assigned will be "W" if the behavior occurs before the deadline for dropping a course without academic penalty, and the instructor has the option of giving a "W" or a "WF" if the behavior occurs after the deadline.

I. BINDING PROCEDURES FOR INSTRUCTORS

The instructor must provide an opportunity for the student to be heard. In providing this opportunity, the instructor must follow the procedure described below:

1. The student should be notified in writing at the next class attended that the instructor is proposing to drop the student from the course for disruption of the class, and the instructor should provide the student with written instructions regarding the time and place for a meeting with the instructor. A copy of this written notification must be sent to the instructor's department head at the same time.
2. A time limit of five working days (M-F) from the time written notification is given for the student's opportunity to be heard by the instructor.
3. The date of notification establishes whether the withdrawn student will be given a "W" or "WF". "W" is appropriate before the 8-week drop date and either "W" or "WF" is appropriate after that date, at the instructor's discretion.
4. The instructor may suspend the student from class until the instructor takes final action to withdraw the student from class or to allow the student to continue in the class. The final decision to withdraw or continue the student is the instructor's.
5. Either party in the resolution of this dispute may invite one other person of the university community to be present as an observer.

II. STUDENT RIGHT TO APPEAL

If the student wishes to appeal the instructor's decision to withdraw the student from class, he/she should follow the academic Appeal procedures outlined in the section on Grade in the Undergraduate Bulletin.

HANDBOOK REVISION

Handbook revisions are updated by the office of the Dean of Students.